

**Non-Instructional Overload
Assignment**

_____ is eligible for an overload compensation
(Instructor)
of \$_____ in the _____ semester of the 2017-2018 academic year for the following
(Amount) (Semester)
non-instructional overload assignment: _____
(Name of the non-instructional project)

Description of Duties: _____

This non-instructional overload assignment has been authorized as a result of the following academic year assignment analysis:

FALL

<u>Instructional/Non-Instructional Assignments</u>	<u>Credits</u>	<u>Dollars</u>
Undergraduate courses	_____	
Graduate only courses (include grad equiv credits)	_____	
Non-Instructional assignment (credit equivalency)	_____	
	Fall Total	
<i>Overload assignments (previously approved)</i>	<i>Fall Overloads</i>	\$_____

SPRING

<u>Instructional/Non-Instructional Assignments</u>	<u>Credits</u>	<u>Dollars</u>
Undergraduate courses	_____	
Graduate only courses (include grad equiv credits)	_____	
Non-Instructional assignment (credit equivalency)	_____	
	Spring Total	
<i>Overload assignments (previously approved)</i>	<i>Spring Overloads</i>	\$_____
	Year Total	
	<i>Overload Total</i>	\$_____

I have made and/or accepted this overload assignment with the understanding that if the academic load falls below 24 credits, a negative adjustment in salary for the person named above will be implemented to reconcile the unwarranted overload pay authorized during the year.

Instructor _____ Date _____
Chairperson _____ Date _____
Dean _____ Date _____