

## Process for Faculty Overload Approval

Updated 03/28/2023

### **Overview:**

The following process is to be followed for faculty overload approval. This should be used for requesting overload approval for any CHS course or activity, regardless of whether the faculty member is employed by the college.

### **Process:**

1. The Department Chair requesting the overload shall seek approval from the CHS Dean well in advance whenever possible using the CHS overload approval template. The template includes the following information:
  - Name of Department Chair initiating request and date of request;
  - Faculty name;
  - Dates covered by request;
  - Semester and year for the overload;
  - Type of overload (Internal/External);
  - Category for overload (Clinical, Instruction, Research, Service)
  - Indication whether a previous overload has been granted during the year;
  - Payment amount and account number to be charged
  - Explanation/ justification in a paragraph explaining the purpose of the overload (include academic program affected; activity description; course prefix and #, credit hrs, and enrollment; or other information, as appropriate) with a focus on why the activity is not part of the faculty member's regular work assignment.
2. If the faculty member is in another CHS Department, the faculty member's Department Chair should sign the form prior to submission to the Dean
  - Initiating Chair should explain request to faculty's member's Department Chair and obtain signature
3. If the faculty member is outside of CHS, the faculty member's home department chair should sign the form prior to submission to the Dean.
  - Initiating Chair should explain the request to the faculty member's Department Chair and obtain signature
4. If approved, the Dean shall return the approved overload request to the originating Department Chair. The Chair shall submit the request to the HR & Faculty Administrator for processing.
5. The electronic process through myUK (Form F) requires approval of the faculty member, the faculty member's Department Chair, the faculty member's Dean and Provost Office. Once the HR & Faculty Administrator is notified that the request has been approved at all levels, she will process payment. (For Overloads *WITHIN* CHS, *Faculty Administrator will enter Form F into myUK*)

*NOTE: Approvals are required on an annual basis; they do not automatically carry-over from year to year. Overload for faculty should be requested only in unusual circumstances and for a limited time period.*

### **Resources:**

[Faculty Overload Form](#)