## **Staff and Non-Teaching Faculty Teaching Overload Request Form**

Directions: Submit to Academic Affairs Budget Manager (ann.guddall@drake.edu) for Provost approval by mid-February

| Name: Teaching Qualifications (highest degree and field):  Term: Course: Rationale:  Amount of Overload Compensation:  Approvals  Supervisor: Dean: | for fall term and | d by mid-September for sp    | oring term and summe | er terms. |  |  |
|---|-------------------|------------------------------|----------------------|-----------|--|--|
| Teaching Qualifications (highest degree and field):  Term: Course:  Rationale:  Amount of Overload Compensation:  Approvals  Supervisor:  Dean:     | Date:             |                              |                      |           |  |  |
| Term: Course: Rationale:  Amount of Overload Compensation:  Approvals Supervisor: Dean:   | Name:             |                              |                      |           |  |  |
| Amount of Overload Compensation:  Approvals Supervisor: Dean:   | Teaching Quali    | ifications (highest degree a | and field):          |           |  |  |
| Amount of Overload Compensation:  Approvals Supervisor: Dean:   | То жего.          |                              | <b>N</b> O. 1800.    |           |  |  |
| Amount of Overload Compensation:  Approvals  Supervisor:  Dean:   | remi:             | C                            | course:              |           |  |  |
| Approvals Supervisor: Dean:   | Rationale:        |                              |                      |           |  |  |
| Approvals Supervisor: Dean:   |                   |                              |                      |           |  |  |
| Approvals Supervisor: Dean:   |                   |                              |                      |           |  |  |
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| Approvals Supervisor: Dean:   |                   |                              |                      |           |  |  |
| Approvals Supervisor: Dean:   |                   |                              |                      |           |  |  |
| Approvals Supervisor: Dean:   | Amount of Ove     | erload Compensation:         |                      |           |  |  |
| Supervisor:  Dean:  |                   | ·                            |                      |           |  |  |
| Dean:   | Approvals         | 3                            |                      |           |  |  |
|   | Supervisor:       |                              |                      |           |  |  |
| Provost:  | Dean:             |                              |                      |           |  |  |
|   | Provost:          |                              |                      |           |  |  |

Applicable policy (Policy on Extra Compensation in Faculty Manual Section 4.23): Faculty and staff members whose regular responsibilities do not include teaching (e.g., librarians) may, with approval of the appropriate supervisor, Dean, and Provost, receive extra compensation for teaching if such teaching does not interfere with the full and effective performance of their regular responsibilities to the University. For non-exempt staff members, the teaching must occur outside of their normal working hours.