Faculty Academic Year Teaching Overload Request Form

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

Date:

Faculty Name:

Term: Course:

No. credit hrs:

Rationale:

Amount of Overload Compensation:

Approvals

Dean:

Provost:

Applicable policy (Policy on Extra Compensation in Faculty Manual Section 4.23): Normally, faculty may not receive extra compensation for teaching a degree course on campus, except for summer school teaching by nine-month appointees. In exceptional circumstances, extra compensation may be approved by the Dean with the concurrence of the Provost for teaching credit hours in excess of the normal "teaching load," including overloads due to course releases. The rate of compensation for academic year overloads shall be equal to the rate of compensation for adjunct instruction in the college of instruction.