

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 for fall term and by mid-September for spring term and summer terms.

Date:

Name:

Teaching Qualifications (highest degree and field):

Term:

Course:

No. credit hours:

Rationale:

Amount of Overload Compensation:

Approvals

Supervisor:

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.