

**REQUEST AND EMPLOYMENT AGREEMENT
FOR FULL-TIME FACULTY TEACHING MORE HOURS THAN REQUIRED BY RANK**

Date of Request _____

Department/School _____ Charge to Account No. _____

Information about the teacher:

Teacher's Name & ID# _____

Highest Degree _____

Person has taught this class before *No Yes

*If this person has not taught the class before, the faculty qualification form must be filled out, and approval **must** be obtained from the Associate VP for Academic Administration **prior to the beginning of the class.**

Time period of request:

Fall Semester _____ (or) Winter Semester _____
Academic Year Academic Year

(or) _____ Summer Session: 1 2 3 Full Summer Semester
Year

(or) If not a full semester or summer session, give exact dates:

Course(s) to be taught as overload:

Course No.	Course Title	Credit Hours
Total Credit Hours		
Total Remuneration		

Teaching Assignment for the Current Semester Not Including the Course(s) Requested above:

Course No.	Course Title	Credit Hours
Total Credit Hours Assigned for the Semester Plus Credit Hours Requested		

I affirm that this faculty member is/was scheduled, as a part of his/her regular teaching load, to teach _____ credits during the summer sessions, _____ credits during 1st semester, and _____ credits during 2nd semester. This request is based on the undergraduate faculty member being asked to teach more hours than required by rankⁱ or the graduate faculty member being asked to teach more than 18 credits per academic year, but not to exceed the maximum allowable credits as stated in the Employee Handbook.

Conditions of Employment

1. If for any reason you are unable to fully complete the assignment, compensation will be adjusted on a proportional basis based on contract hours.
2. All members of the teaching faculty are under obligation to become familiar with and abide by the general administrative practices and requirements of the university as found in the *Adjunct Faculty Handbook*, *Faculty Handbook*, and the *University Catalog*. It is also important for teaching faculty to be familiar with regulations relating to student behavior as found in the *Student Handbook*. These and other pertinent publications of the university can be obtained from the department chair/school dean.
3. Earnings will be paid according to the institutional payment schedule in the form of direct deposit to the employee's choice of banking institution.
4. The university will schedule payment of earnings after all required documents are in your employee file.

Department Chair/School Dean _____

Department Chair/School Dean _____

Faculty Member Requested _____

Note: faculty signature indicates familiarity with and agreement to the conditions listed above.

Associate VP for Academic Administration _____

Vice President for Academic Administration _____

HR Initials and Payroll Information _____

ⁱ Associate Professors and Full Professors: 24 credit hours/academic year
Instructors and Assistant Professors: 27 credit hours/academic year