

REQUEST FOR AUTHORIZATION OF OVERLOAD

In the UH/UHPA Agreement, Article XXI, E states:

Faculty Members may receive additional compensation both during the duty period and during the non-duty period in accordance with the provisions of this paragraph E. Prior authorization must be obtained before undertaking additional University services for additional compensation. Such additional services are not to interfere with the Faculty Member's regularly assigned responsibilities.

Faculty Members on 9-month appointments shall be limited to two (2) course or six (6) credit hours, whichever is the greater, of overload teaching during the academic year. Faculty Members on 11-month appointments shall be limited to three (3) courses or nine (9) hours, whichever is the greater, of overload teaching during per calendar year.

Please complete this overload authorization form and attach it to the Overload request form for appropriate signatures.

Name _____ Rank/Step _____ SS No. _____

Department _____ 9-month __ 11-month __

Nature of overload requested:

___ Teaching _____ credits

Teaching load in the relevant semester: List courses and credits; indicate if team taught, cross-listed, or concurrent.

___ Fall _____ or ___ Spring _____

- ___ Teaching _____ credits, Summer Session (only 11-month faculty need indicate)
- ___ Consultantships, Neighbor Island Community College
- ___ Consultantships through RCUH
- ___ Manuscript reading for University Press
- ___ Summer research salary
- ___ Other (describe) _____

Dollar Amount: _____ Inclusive dates: _____

Total overload for academic year to date (kind and amount):

Signature: _____ Date: _____

Approved/Disapproved: _____ Date: _____

Department Chairperson

Approved/Disapproved: _____ Date: _____

Dean

Approved/Disapproved: _____ Date: _____

Chancellor