



OVERLOAD TEACHING REQUEST

OTR - (COURSE SYN #)



American Samoa Community College

Request submitted by: Department: **Regular** Division: **ACADEMIC**

Section #1

A. OVERLOAD REQUEST

Current Term: (MM/DD/YYYY - MM/DD/YYYY)

CTR-CRS ID Course Alpha, Section, and Course Description	Days/Time	Rm	Enrollment (Anticipated)	SYN#	Enrollment (Actual)

A1. Justification for OVERLOAD: Instructor for Science Department

- Faculty must completed the Teaching Assignment for the Academic Year
- Staff assigned will have 45 hours deducted from annual leave during regular working hours.

B. Proposed Faculty/Staff Assigned: _____

C. Computed Compensation: (Degree \$ rate x credit hours = Total Compensation)

Hourly Rate	Overload Hrs	Total	Source Funding

Note: All OVERLOAD Compensation shall be cleared with the President, before Human Resources prepare an OVERLOAD contract for FTE Faculty.

D. Faculty Member Agreement: I will perform the teaching OVERLOAD in addition to my normal workload for the compensation outlined above. I understand this overload teaching assignment does not in any way relieve me of my obligation to fulfill my primary work assignment in full. I understand that the course must meet minimum enrollment requirements to be taught.

Faculty/Staff signature

Date

E. Requesting Department Chair & Dean Statement: No other qualified faculty member/staff is available to teach, as part of his/her budgeted teaching load, the course for which OVERLOAD compensation is sought. We understand that the course must meet minimum enrollment requirements to be taught.

Department Chairperson's signature & Date

Dean/ Director signature and Date

VP Academic & Student Affairs signature and Date

Section #2: VERIFICATION OF COURSE & CLEARANCE APPROVAL

D. Teaching Assignments for Academic Year: 2015

Fall Spring Summer Attached

F. Documents: (Must be attached to the Request for Verification)

1. Teaching Assignments for the Semester (Current)
2. Student Enrollment List

Faculty Load verified: _____ Date: _____
AA0-Administrative Tech. Officer

Reviewed by: HR Director

Clearance Authorization for OVERLOAD: _____ Date: _____
Dr. Seth P. Galca'i, President

ADDITIONAL REMARKS:



OVERLOAD TEACHING REQUEST



Direction/Instruction in completing the OVERLOAD Teaching Request (OTR) form:

Use the following steps as a guide to ensure this form will be filled out correctly in order to expedite routing for HR to prepare the Contract. *Refer to: ASCC Policy #4607.2 – Additional Compensation and OVERLOAD.*

Step 1 – Human Resources will complete the Course Information in Sections #1

- A. OVERLOAD Request
- B. Proposed Faculty Assigned
- C. Computed Compensation

Human Resources completes Course Information in Section #2

- D. Teaching Assignment for the Academic Year

Step 2 – Human Resources will return the form to the appropriate Dean to complete the following:

- Section #1 - A1. Justification for the OVERLOAD
- Section #2 – D. Teaching Assignments for Academic Year, “Enrollment”# registered
- Section #2 – Chairperson and Dean signs, stating that “no other qualified faculty/staff is available to teach”

Step 3 – Return all documents to HR for routing to the President to be cleared and signed.

Step 4 – HR will collect all OTR from the President and prepare the Contract.

HR will ensure Faculty signs Section #2.F. – Faculty Member Agreement.

Step 5 – HR routes the OTR for the VP, ASA signature, and President’s final approval.

Step 6 – HR routes the Contract for OVERLOAD Teaching, with OTR attached.

Step 7 – HR files OTR with completed Contract, and provides a copy to appropriate Dean.



ADJUNCT TEACHING REQUEST



Direction/Instruction in completing the ADJUNCT Teaching Request (ATR) form:

Use the following steps as a guide to ensure this form will be filled out correctly in order to expedite routing for HR to prepare the Contract. *Refer to: ASCC Policy #4607.2 – Additional Compensation and ADJUNCT.*

Step 1 – Human Resources will complete the Course Information in Sections #1

- A. ADJUNCT Request
- B. Proposed Faculty Assigned
- C. Computed Compensation

Human Resources completes Course Information in Section #2

- D. Teaching Assignment for the Academic Year

Step 2 – Human Resources will return the form to the appropriate Dean to complete the following:

- Section #1 - A1. Justification for the ADJUNCT
- Section #2 – D. Teaching Assignments for Academic Year, “Enrollment”# registered
- Section #2 – Chairperson and Dean signs, stating that “no other qualified faculty/staff is available to teach”

Step 3 – Return all documents to HR for routing to the President to be cleared and signed.

Step 4 – HR will collect all ATR from the President and prepare the Contract.

HR will ensure Faculty signs Section #2.F. – Faculty Member Agreement.

Step 5 – HR routes the ATR for the VP, ASA signature, and President’s final approval.

Step 6 – HR routes the Contract for ADJUNCT Teaching, with ATR attached.

Step 7 – HR files ATR with completed Contract, and provides a copy to appropriate Dean.