



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.