OTR - (COURSE SYN #)



OVERLOAD TEACHING REQUEST

American Samoa Community College

Request submitted by:	Department:	Regular	Division	n: A	ACADEMIC	
Section #1	-					
A. OVERLOAD REQUES						
Current Term:	(MN	A/DD/YYYY -	- MM/DD/YY	YY)		
CTR-CRS ID Course Alpha, Section, and Course I	Description	Days/Time	Rm	Enrollment (Anticipated)	SYN#	Enrollmen (Actual)
				Mark State of		
				ALE SHIPTINGS		
 A1. Justification for OVE 	RLOAD: Instru	ctor for Scienc	e Department			
Faculty must completed	the Teaching Assign	ment for the Acader	nic Vear			
 Staff assigned will have 	45 hours deducted fr	om annual leave du	ring regular workin	g hours.		
B. Proposed Faculty/Sta	ff Assigned:					
C. Computed Compensation	_	a v aradit haure :	- Total Compon	ention)		
	Overload Hrs	Total	Source Fund			
mounty Rate	overioad iii s	Total	Source Fund	100		
Note: All OVERLOAD Compensation	shall be cleared with th	ne President hefore H	uman Resources prep	are an OVERLO	AD contrac	t for FTF Fa
and the second	onen de electreu will in	ie i resilient, eegore in	men recom eco prep			.,
Fact C. Requesting Department Coart of his/her budgeted teaching must meet minimum enrollment response meet meet mee	load, the course for w quirements to be taug	hich OVERLOAD o	ualified faculty mer compensation is soi	nber/staff is a ight. We under	vailable to estand that	teach, as the course
repartment champerson's signatu	ic & Date	144				
Dean/ Director signature and Date	/			4 A CC-1	_/	
Dean/ Director signature and Date		Vr P	cademic & Studen	t Affairs signa	ture and D	
Section #2: VERIFICATI	ON OF COURS	SE & CLEARA	NCE APPROV	'AL		
D. Teaching Assignment	s for Academic	Year: 2015				
√ Fall □ Spr	ing \Box	Summer	□ Attached			
F. Documents: (Must be at	tached to the Re	equest for Verif	ication)			
and the second s		200 <u>.</u>	,			
 Teaching Assignm Student Enrollmer 		ester (Current)				
Faculty Load verified:		Date:				
Faculty Load verified:AA0-Adm	inistrative Tech. Office	er Date.		Review	ved by: HR	Director
Cleanance Authaniantian	ow OVEDLOAD	127		D 4		
Clearance Authorization f	OF OVERLOAD	Dr. Seth D. Color	'i President	Date:		

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.



ATR - COURSE SYN ADJUNCT TEACHING REQUEST

American Samoa Community College

Request submitted by:	Department:	REGULAR	Division:	AC	ACADEMIC		
Section #1			TO STATE OF THE ST				
A. ADJUNCT REQUES							
Current Term:	(MM/DD/	YYYY – MM/D	D/YYYY)				
CTR-CRS ID Course Alpha, Section, and Course Description		Days/Time	Rm	Enrollment (Anticipated)	SYN#	Enrollme (Actual	
				garrietas.			
					l		
A1. Justification for OV	'ERLOAD: Qua	lified Instructor fo	or Physical Educ	ation			
 Faculty must complete 	ed the Teaching Assign ve 45 hours deducted f	nment for the Acaden	ic Year				
Starr assigned will na	ve 45 nours deducted i	rom annuar leave dur	ing regular working	nours.			
B. Proposed Faculty/S	taff Assigned: _						
C. Computed Compensa	tion: (Degree \$ ra	te x credit hours =	Total Compens	ation)			
Hourly Rate	Overload Hrs	Total	Source Funding				
Note: All ADJUNCT Compensation	n shall be cleared with the	e President, before Hum	an Resources prepare	an ADJUNCT o	contract for	FTE Facult	
D. Faculty Member Agree	mont: I will newfarm	the teaching ADILINA	T in addition to	, normal work	load for the	a	
compensation outlined above. I fulfill my primary work assignment taught.	understand this overlo	ad teaching assignme	ent does not in any w	vay relieve me	of my obli	gation to	
Fa	aculty/Staff signature	Date					
E. Requesting Department part of his/her budgeted teachin must meet minimum enrollment	ig load, the course for	which ADJUNCT con					
¥	E						
Department Chairperson's signa	ature & Date						
peparanent enamperson s signi	nuic to Dute						
B /B/							
Dean/ Director signature and Da	ate	VP A	VP Academic & Student Affairs signature and Date				
Section #2: VERIFICA	TION OF COUR	SE & CLEARAI	NCE APPROV	A I			
D. Teaching Assignme			(CEMITRO)				
0			☐ Attached				
F. Documents: (Must be	attached to the R	equest for Verifi	cation)				
1. Teaching Assign	ments for the Sen	nester (Current)					
2. Student Enrollm		, ,					
Faculty Load verified:AA0-Ac	Iministration Test Off	Date:		n	ad has tire	D!	
AA0-Ac	aministrative Lech. Offi	cer		Review	ed by: HR	Director	
CI	e intro			D (
Clearance Authorization	i for ADJUNCT:	Dr. Seth P. Galea	i Descident	Date:			
		Dr. Seth P. Galea	i, rresident				

ADDITIONAL REMARKS:

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
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- 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.