**EAP REQUEST FOR TEACHING OVERLOAD**

Pursuant to the Administrative Manual, chapter 4, section 4, number 6.3

**“Extra Compensation.** Staff may teach **a single semester's course offering** (as defined in sections 3.1 and 3.2 Adjunct Faculty) for extra compensation providing they have received written approval from their dean, appointing officer or vice president, the course is taught outside regular office hours (as defined by the unit's needs), or prior arrangements are made to make up lost time, the course is for university credit, appointment is made through the academic unit's regular appointment process, **and such opportunity is limited to once per fiscal year**. Any exceptions to this policy must be approved by the provost in advance. If appointed by the appointing officer, with the approval of the appropriate vice president, staff may be paid extra compensation for additional duties assigned, such as coaching, additional assignment or assuming an acting appointment role.”

 is hereby applying for permission to teach the following course(s) for the academic year.

HOME COLLEGE/DIVISION:

***NOTE: The information to be supplied below pertains to all courses within the University, including those taught in the evening, which you may have agreed to teach pending approval.***

List all courses taught or which you are scheduled to teach in this academic year:

Fall \_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSE(S) & CREDIT HOURS MEETS COMPENSATION**

Winter \_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSE(S) & CREDIT HOURS MEETS COMPENSATION**

Spring/Summer \_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSE(S) & CREDIT HOURS MEETS COMPENSATION**

Arrangements for coverage of duties if course is held during regular business hours:

**It is the responsibility of the applicant to obtain all necessary signatures and to return the completed form to the dean’s office of the borrowing college in hard copy, as a pdf file, or by fax.**

**NO APPOINTMENT LETTER WILL BE GENERATED PRIOR TO RECEIPT OF THIS FORM.**

*Signature of applicant Date*

*Signature of applicant’s appointing officer/supervisor Date*

*Signature of appointing officer and abbreviation of college where course(s) reside Date*

*(if teaching outside home college)*

*Signature of Executive Officer (if necessary as outlined above) Date*