

TEXAS A&M INTERNATIONAL UNIVERSITY
OFFICE OF THE PROVOST/ACADEMIC AFFAIRS

Request for approval of Overload Payment

Preface: No overloads are to be promised or paid until the chair, the dean, and the provost approve it in writing in advance of the first day of class. Only in exceptional and justified cases will overloads be approved and paid. This principle does not apply to unexpected cases (e.g., faculty illness requiring colleagues to pick up classes, sudden resignations ...).

Date: _____

College: _____

Department: _____

Name: _____

Title: _____

Default Teaching Load per Semester: _____ (in fall or spring)

Course prefix Short title	# of credit hours	Enrollment	Describe assignment if other than teaching workload
Overload			Amount
		TOTAL	

Justification for overload assignment and payment: (be specific and thorough)

APPROVALS:

Department Chair: _____ approved ____ denied ____ Date: _____

College Dean: _____ approved ____ denied ____ Date: _____

Provost: _____ approved ____ denied ____ Date: _____