

CHECKLIST FOR ASSIGNING COURSE OVERLOADS TO FACULTY or STAFF

Please direct questions to the Part-Time/Overload Faculty Coordinator, Human Resources office, extension 5431.

A full description of [downloadable forms](#) is available at the Human Resources web site.

Step 1. The department head determines that an overload is needed to deliver instruction. The Dean makes an allocation for overload instruction to the department, and this allocation should be considered in making this determination.

Step 2. The department head should determine whether the employee can be assigned an overload based on the requirements of accrediting associations, whether reassigned time has been previously given for that semester, and whether the person's credentials are appropriate for the overload assigned. Faculty members should not have more than one overload per semester unless there are extenuating circumstances. Any multiple overload assignments must have prior approval from the Dean and the Provost. In addition, overloads should not be granted routinely if the faculty member is receiving unfunded reassigned time. If there are any questions regarding whether a faculty member can be assigned an overload, the department head should consult with Bea Baldwin, Asst. VP for Academic Affairs and the University's SACS liaison officer.

Step 3. The overload assignment should be entered in the administrative system. Human Resources will use the overload report to pull faculty assigned an overload from the administrative system.

Any staff being hired to teach overloads should be entered on a [5.01T](#) and the forms should be routed to the home department and the Dean for approval.

Note: It is the responsibility of the department to verify the Overload indicator (OL) is entered in the administrative system for every faculty and staff assigned an overload.

Step 4. The department head should submit the 501T form with the signatures of the home department head and the Dean of the College of the course. The form should be sent to Human Resources first. Human Resources will verify that the information on classes to be taught has been correctly entered into the administrative system.

Note: If any changes in teaching assignments occur throughout the semester, the department should notify Human Resources and enter the new information in the administrative system.

Step 5. The Human Resources office will route the 5.01T forms for appropriate signatures if needed.

Step 6. When the form is returned to the Human Resources office and when all employment procedures are complete, Human Resources authorizes the employee in the Payroll system for the overload payment.