

# FACULTY REQUEST TO APPROVE OVERLOAD

## Full Time Faculty Request to Approve Over Six (6) Credit Overload

Per the NFA Faculty Workload Policy regarding Overloads, in an individual semester, faculty may teach no more than six (6) overload contact hours (including release time, classes, and web classes) over their established regular faculty workload contract except with the recommendation of the Department Chair/Academic Program Coordinator/Director and approval of the appropriate Dean and Vice President.

### FACULTY INFORMATION

Faculty Name	Email Address	Telephone Number
--------------	---------------	------------------

The faculty member named above is scheduled to teach \_\_\_\_\_credits above the fifteen (15) Credits required.

### COURSE(S) BEING TAUGHT AS OVERLOAD ABOVE THE FIFTEEN (15) CREDITS REQUIRED

Course Title	Number of Credits
Course Title	Number of Credits
Course Title	Number of Credits
Course Title	Number of Credits

Has the part-time instructor pool been consulted?  Yes  No (*Please explain below*)

### JUSTIFICATION

### RECOMMENDATION

I recommend the above faculty member be approved to teach beyond the six (6) credit overload.

Department Chair/Director Signature	Date
-------------------------------------	------

### APPROVED

Dean Signature	Date
Vice President of Academic Affairs Signature	Date