

# FACULTY REQUEST TO APPROVE OVERLOAD

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

Per the NFA Workload Policy regarding Overloads, full-time faculty can teach no more than six (6) overload instructional units in an individual semester except in the case of an emergency (sudden resignation, unexpected absence, etc.) when a faculty member may be granted an exception with the recommendation of the department chair/director and approval of the Dean and Vice President of Academic Affairs.

Name of faculty member: \_\_\_\_\_

The faculty member named above is scheduled to teach \_\_\_\_\_ credits over the six (6) credit overload limit.

### **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

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### **APPROVED**

\_\_\_\_\_  
Dean

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date