INSTRUCTIONS

- This form must be initiated by the faculty member and approved by the Chairperson/Director and Dean/Separately Reporting Director before overload assignment is performed.
- The beginning and ending dates on any one form must be in the same fiscal year. If the overload period extends into another fiscal year, a new form should be filed at the beginning of the new fiscal year. Summer teaching may require two overload forms.
- The Chairperson/Director and Dean/Separately Reporting Director shall each retain a copy of the form.
- This form should be submitted for every instance where overload pay is being performed.
- For faculty review: Overload Pay Policy and Information about the Form.

Name:				Date:		
Primary Department Name		Code		Second Department Name		Code
Other Dep	partment Name	Сос	de	Other Department Nar	ne	Code
Primary Co	ollege Name	Со	de	Second College Name		Code
Other Coll	ege Name	Сос	de	Other College Name		Code
1.	This work will be done for _	Unit Name		Co	do	
-	College Name		Code	_ during the period from	through	
	and will involve an estimated total of days, or is a _		credit course during the period specified.			
2. (Compensation Rate:					

3. Description of Overload Work:

4. Why Overload is Needed:

I agree that this work will conform and be subject to all MSU Board of Trustees Policies, including the policies on Overload Pay. I further agree I have read and will adhere to the Overload Pay policy. The information provided on this form is accurate and that I will immediately advise my direct supervisor of any subsequent change which makes any of the information inaccurate.

Employee Signature

Date

I have reviewed the request for overload and on the basis of the information provided, the proposed overload:

- Will not interfere with the faculty members' primary work assignment and does not pose a conflict of interest or commitment to the faculty member's primary work assignment
- Is above 100% full-time FTE.
- Will not hamper the faculty member's progress towards promotion (i.e., tenure or continuing status).
- Does not violate any contractual (collective bargaining or otherwise) agreements.
- The faculty member has not currently been given a course release

Primary Chairperson/Director Signature	Date	Second Chairperson/Director Signature	Date
Other Chairperson/Director Signature	Date		
Primary Dean/Adm. Head Signature	Date	Second Dean/Adm. Head Signature	Date
Other Dean/Adm. Head Signature	Date		
Dean or Dean's Designee Signature	Date		