

Faculty Off-Load Approval Form

Directions for Completing this Form

INSTRUCTORS: Complete Section I and Section II, then route to your Department Chair**

DEPARTMENT CHAIRS: Review and sign Section III, then send to one of the following:
EMBA - Stephanie Cole **EDB - Jorge Vallejos** **All others - Sharon Buie**

Deadlines to submit Off-Load Approval Forms

Spring: Last business day of **February*** **Fall:** Last business day of **September***

Section I	Faculty Name: _____ RCB Dept: _____
	Program & Cohort: _____
	Semester: _____ Off-load Credit Hours: _____
	Course Prefix & No. _____ CRN: _____
	Source of Funds: _____

Section II	<i>My on-load teaching requirements for AY 20____ - 20____ is _____ credit hours.</i>	
	<i>To meet the on-load requirements, I will teach the following courses:</i>	
	<i>(List course prefix & number below)</i>	
	<u>Fall</u>	<u>Spring</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Section III	<i>I certify that the above on-load schedule is correct and request approval for the above faculty member and course to be considered for off-load compensation.</i>	
	_____	_____
	<i>Department Chair Signature**</i>	<i>Date</i>

Section IV	<i>I approve the above faculty member and course to be paid as off-load compensation.</i>	
	_____	_____
	<i>Associate Dean for Faculty & Research Signature</i>	<i>Date</i>

* Forms submitted after the semester deadline may result in late payment

**Associate Dean for Faculty & Research will sign if faculty member is or does not have a Department Chair