

# 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\***

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

<b>Section II</b>	<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 &amp; number below)</i>	
	<u>Fall</u>	<u>Spring</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____

<b>Section III</b>	<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>

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