



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System  
OFFICE FOR ACADEMIC AFFAIRS

## Request for Compensated Direct Teaching Overload

College: \_\_\_\_\_ Department: \_\_\_\_\_  
 Name: \_\_\_\_\_ UIN: \_\_\_\_\_  
 Rank: \_\_\_\_\_ Highest Degree: \_\_\_\_\_  
 Duration of Task or Activity: \_\_\_\_\_ Cost Allocation (Funding Source): \_\_\_\_\_  
 Effective Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Teaching Workload: course, semester hour value, student enrollment (e.g., ENGL 2153 – 3 SCH – 21).

COURSE PREFIX Short Title	# of Credit Hours	Enrollment	Describe other assignment(s) if other than teaching workload
<b>OVERLOAD</b>			<b>COMPENSATION</b>
<b>TOTAL COMPENSATION</b>			

### EMPLOYEE CERTIFICATION:

If approved, I \_\_\_\_\_ hereby certify that the above reference duties are in addition to my normal duties and will be performed outside of my normal work hours. I further certify that the additional duties will in no way interfere with the performance of my regular duties.

\_\_\_\_\_  
Employee Date

### DEPARTMENT HEAD CERTIFICATION:

I hereby certify that the additional duties to be performed by the above reference employee are outside his/her normal work duties and will be performed outside of his/her normal hours.

\_\_\_\_\_  
Employee's Department Head Date

### HIRING DEPARTMENT HEAD CERTIFICATION:

I certify that no other faculty member in the college/department or in other colleges/departments on campus has the requisite training and/or availability to accommodate the course(s) to be taught by above faculty person. I further affirm that sufficient oversight will be provided so as to detect and correct any problems that arise as a result of the faculty member's having assumed a direct teaching overload for which he/she is compensated.

\_\_\_\_\_  
Hiring Department Head Date

### RECOMMENDATION:

\_\_\_\_\_  
Employee's Dean Date

APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_

\_\_\_\_\_  
Provost & Senior VP for Academic Affairs Date

APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_