

REQUEST FOR AUTHORIZATION OF OVERLOAD

In the UH/UHPA Agreement, Article III, B. 4 states:

During the academic year, faculty at Manoa and Hilo must be teaching at least nine credit hours or equivalent as determined by the University during a given semester to qualify for overload teaching in continuing education programs..

Prior authorization must be obtained before undertaking additional University services for additional compensation.

Please complete this overload authorization form and attach it to the Form SF-6 for appropriate signatures.

Name _____ Rank/Step _____ SS No. _____

Department _____ 9 mo. _____ 11 mo. _____

Nature of overload requested:

Teaching _____ credits, Continuing Education & Community Service

Teaching load in the relevant semester: List courses and credits; Indicate if team taught, cross-listed, or concurrent. (Fill in only for overload teaching in Continuing Education & Community Service.)

Fall 20__ _____

OR _____

Spring 20__ _____

Teaching _____ credits, Summer Session (only 11-month faculty need indicate)

Consultantships, Neighbor Island Community College

Consultantships through Research Corporation of University of Hawaii

Manuscript reading for University Press

Summer research salary

Other (describe)

Dollar amount: _____ Inclusive dates: _____

Total overload for academic year to date (kind and amount):

Signature: _____ Date: _____

Approved/Not Approved: _____ Date: _____
Department Chairperson

Approved/Not Approved: _____ Date: _____
Dean

Approved/Not Approved: _____ Date: _____
Chancellor