St. Cloud State University
Request to Exceed Overload

When a faculty member's workload exceeds 29 credits per academic year, the workload must be approved by the provost prior to the faculty member starting the assignment.

Instructions:
*When a faculty member's workload is scheduled to **exceed 29 credits per academic year**, the requesting dean/dean's designee completes this form and submits it, electronically, to the Provost's Office. The provost reviews the request; the review may include a conversation with the dean and/or a request for additional information. The provost documents their decision and returns the signed request form to the requesting dean's office.*

Instructor Name: _____

Department: _____

Total **workload credits** scheduled: _____ Fall Semester _____ Spring Semester

Total **workload credits** scheduled for the academic year: _____

Total **overload credits** scheduled for the academic Year: _____
(# credits > 24)

1. Complete the following schedule for the instructor (include overload, reassigned time etc.). The sum of the workload credits below should equal the workload credits indicated above.

Fall Semester

Course	Section	Course Name	Workload Credits

Spring Semester

Course	Section	Course Name	Workload Credits

2. Please initial each statement below to indicate completion of the inquiry.

   a. _____   Given current information, there are no classes in the impacted department's schedule that are expected to be canceled. *If there are cancelations expected, explain why the requested excess overload is necessary.*

   b. _____   The opportunity for overload (for any of the above courses) was offered to all qualified faculty. List the qualified faculty below and, in one sentence, for each faculty member, note the faculty member's response to the offer for overload.

   c. _____   There are no adjuncts in the adjunct pool qualified to teach any of the courses in section 1. *If there are qualified adjuncts, briefly explain why they are not hired to teach the course.*

For Provost Office Only

_____ Approve Excess Overload   _____ Do Not Approve Excess Overload

_____   _____

Provost and Vice President for Academic Affairs   Date