

Full-time Workload:	15 contact hours
Maximum Overload:	12 contact hours
Total Maximum Hours:	27 contact hours

Request for Faculty to Exceed Contact Hours: Autumn _____ Spring _____

NOT TO EXCEED 24 OVERLOAD HOURS PER ACADEMIC YEAR

ONLY SUBMIT FOR TENURE TRACK FACULTY REQUESTING MORE THAN 12 HOURS OF OVERLOAD IN A SEMESTER

Name: _____

Cougar ID: _____

Explanation for this Request: _____

Please list your entire workload, including any reassigned time. If you are requesting to exceed hours in Spring Semester, please list your Autumn Semester workload also.

Autumn Semester			Spring Semester		
Course & Section #/Reassigned Time	# of Students	Contact Hours	Course & Section #/Reassigned Time	# of Students	Contact Hours
<i>Total Number of Hours</i>			<i>Total Number of Hours</i>		
Chairperson			Chairperson		
Date			Date		
Dean			Dean		
Date			Date		
Office of Academic Affairs			Office of Academic Affairs		
Date			Date		