

PART A: General Information and Appointment Data

PART B: Proposed Course Assignment

Discipline

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Regular Pay

Flat Rate Pay

Blank area for Flat Rate Pay

Total Est. Pay

Justification (UHTXLUHG)

Academic Affairs Use Only

Quick Totals

Eight (8) Pay Periods	Each
Seven (7) Pay Periods	Each
Six (6) Pay Periods	Each
Five (5) Pay Periods	Each
Four (4) Pay Periods	Each

PART C: Approvals

% 8' VLJQDWXUH FHU DFLXOHM WKDEHW KLDW FRPSOHWHG DOO WKH
HPSOR\BHCXUHPHQWV

Payment Information

Pay Date Amount

'R QRW SULQW DQG VLJQ 8VH \RXU \$GREH 6LJQDWXUH EHZ

Budget Unit Director

Dean/AVP/Director

Total Earnings

Blank area for Total Earnings

2QFH WKH IRUP KDV EHHQ FRPSOHWHG DQG
VLJQH SOHDVH VXEPLW WR \$FDGHPLF \$IIDLUV
IRU DSSURYDO
&OLFN WKH ~~EXX~~ WRQ
8SORDG WKH IRUP

Teaching Overload and Release Time Request Addendum

Regularly Assigned Courses

Discipline	CRSE	CRN	Course Description	Credit Hours	Actual Enrollment	Enrollment Capacity	Teachload Associated
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Non-Instructional Obligations(s) (Release time, PRT, Research, Service, etc.)

Total Teachload

Request for Additional Employment Addendum

Name of Outside Employer

Location of Outside Employer

Descrotaly

Is this employment one-time, over a defined period (if so, define the period), or on-going?

Approvals

Employee

Immediate Supervisor/Chair