

## **Request for Overload**

1. Have a phone or email conversation with the Provost requesting an overload.
2. After the Provost has approved the overload, the Department Chair fills out the adjunct/overload faculty appointment request form (“blue form”) found on the Provost’s website.
3. Send the “blue form” to the Provost’s office.

*Please note:* A separate form needs to be filled out for each overload.

Deadline for Fall requests – March 15<sup>th</sup>

Deadline for Spring requests – November 1<sup>st</sup>

Please contact the Provost’s office (x7915) if you have any questions.