

OVERLOAD MEMO TEMPLATE FROM FACULTY TO CHAIR (2016)

Date: _____

To: _____, Chair, Department of _____

From: _____, (Faculty Member)

Re: Request for Overload Compensation for _____, for AY 20xx-20xx

Paragraph 1- This memo is to request overload compensation in the amount of \$ _____ during the time period _____ to _____ in order to _____.

Paragraph 2 - Short explanation of the activities to be completed and how the activity meets the criteria of Faculty Handbook Section 9.3.4:

“Additional professional activities can be beneficial for both the individual and the university, but such activities must be balanced against existing commitments, workload expectations, and policies governing conflicts of interest and/or commitment, if applicable. The guidelines set forth below shall be used for determining when a faculty member may receive additional compensation over the normal limits specified in Section 3. The factors shown below are to be considered all together and in light of the specific circumstances of each case, with no single factor determining the outcome. The factors are as follows:

- a. Workload expectations are being met and past expectations have been met
- b. Prior or current teaching workload reductions
- c. The nature of the activity for which the exemption is requested
- d. Consistency with the mission and strategic objectives of the university
- e. The suitability and unique qualifications of the faculty member to perform the activity”

Paragraph 3 – Short explanation of why this amount puts faculty into overload (e.g. 12 month lecturer; SRA; other funding accounting for 33.3% of 9 month salary)

Paragraph 4 – Statement on conflict of interest/commitment, as per Faculty Handbook 9.3.5,

“Faculty member’s certification that the additional work and the associated compensation will not violate conflict of interest/commitment laws nor any regulations or terms imposed by that faculty member’s grant or contract sponsors.”