		Samoa Communit	K			
Request submitted by	: Department:	Regular	Division	n: A	CADEM	IC
Section #1 A. <u>OVERLOAD REQU</u>	EST					
Current Term:	(MN	M/DD/YYYY -	MM/DD/YY	YY)		
C TR-CRS ID Course Alpha, Section, and Cou	rse Description	Days/Time	Rm	Enrollment (Anticipated)	SYN#	Enrollment (Actual)
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Dean/ Director signature and Date

VP Academic & Student Affairs signature and Date

□ Attached

Section #2: VERIFICATION OF COURSE & CLEARANCE APPROVAL

D. Teaching Assignments for Academic Year: 2015

√ Fall	Spring	Summer
	- opring	

F. Documents: (Must be attached to the Request for Verification)

- 1. Teaching Assignments for the Semester (Current)
- 2. Student Enrollment List

ADDITIONAL REMARKS:





Direction/Instruction in completing the OVERLOAD Teaching Request (OTR) form:

Use the following steps as a guide to ensure this form will be filled out correctly in order to expedite routing for HR to prepare the Contract. *Refer to: ASCC Policy* #4607.2 – Additional Compensation and OVERLOAD.

Step 1 - Human Resources will complete the Course Information in Sections #1

- A. OVERLOAD Request
- B. Proposed Faculty Assigned
- C. Computed Compensation

Human Resources completes Course Information in Section #2

• D. Teaching Assignment for the Academic Year

Step 2 - Human Resources will return the form to the appropriate Dean to complete the following:

- Section #1 A1. Justification for the OVERLOAD
- Section #2 D. Teaching Assignments for Academic Year, "Enrollment"# registered
- Section #2 Chairperson and Dean signs, stating that "no other qualified faculty/staff is available to teach"

Step 3 – Return all documents to HR for routing to the President to be cleared and signed.

Step 4 – HR will collect all OTR from the President and prepare the Contract. HR will ensure Faculty signs Section #2.F. – Faculty Member Agreement.

Step 5 – HR routes the OTR for the VP, ASA signature, and President's final approval.

Step 6 - HR routes the Contract for OVERLOAD Teaching, with OTR attached.

Step 7 - HR files OTR with completed Contract, and provides a copy to appropriate Dean.

		Samoa Community C		1		
Request submitted by	: Department:	REGULAR	Division:	AC	CADEMI	С
Section #1 A. <u>ADJUNCT REQUE</u>	ST					
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B. Proposed Faculty/	Staff Assigned:					
C. Computed Compens	sation: (Degree \$ rate	e x credit hours = To	tal Compens	sation)		
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ADJUNCT TEACHING REQUEST



Direction/Instruction in completing the ADJUNCT Teaching Request (ATR) form:

Use the following steps as a guide to ensure this form will be filled out correctly in order to expedite routing for HR to prepare the Contract. *Refer to: ASCC Policy* #4607.2 – Additional Compensation and ADJUNCT.

Step 1 - Human Resources will complete the Course Information in Sections #1

- A. ADJUNCT Request
- B. Proposed Faculty Assigned
- C. Computed Compensation

Human Resources completes Course Information in Section #2

• D. Teaching Assignment for the Academic Year

Step 2 – Human Resources will return the form to the appropriate Dean to complete the following:

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Step 6 - HR routes the Contract for ADJUNCT Teaching, with ATR attached.

Step 7 – HR files ATR with completed Contract, and provides a copy to appropriate Dean.