NYU | SCHOOL OF PROFESSIONAL STUDIES

SPS Overload Request Form

Instructions: Complete this form to request permission to employ a full-time SPS faculty or administrator for overload assignment. The request form must be signed by the SPS Academic Unit Leader of the unit offering the intended appointment (i.e. teaching or development). Requestor should acquire signatures in section 3. Faculty/Administrator's Home Department Approvals, and leave section 4. SPS and University Approvals blank. The form must be submitted to the **SPS Office of Faculty Affairs** in advance of the anticipated start date of the overload assignment.

Per the NYU Faculty Handbook, overload assignments for full-time faculty are to be used in emergency situations only. Faculty/administrators cannot begin the overload assignment without prior approval.

Each appointment for which the department is requesting overload approval must be listed on individual request forms.

Date Prepared:_____ Requester:_____

Requesting Services for: ☐ Fall ☐ Spring ☐ Summer ☐ Winter Year: 20_____

1. Permission is Hereby Requested for:

_____

Name of SPS Faculty Member or Administrator

2. To Teach for Extra Compensation Within my Unit in Excess of Their Normal Duties:

Assignment _____ _____ _____ _____ _____

Course Number | Start Date | End Date | Start Time | End Time

Total Contact Hours: _____ Total Payment: _____

_____

Rationale for use of above faculty/administrator:

Signed: _____ Date: _____

SPS Academic Unit Leader in which individual will teach

3. Faculty/Administrator's Home Department Approvals

Signed: _____ Date: _____

Chairperson/Direct Supervisor

Signed: _____ Date: _____

SPS Associate Dean

After completing sections 1, 2, and 3 above, submit the form to the SPS Office of Faculty Affairs. **SUBMIT**

4. SPS and University Approvals *(for OFA/HR use only)*

Signed: _____ Date: _____

SPS Dean or Dean's Designee

Signed: _____ Date: _____

Provost's Office or NYU Human Resources