NYU | SCHOOL OF PROFESSIONAL STUDIES

# Non-SPS Overload Request Form

**Instructions:** Complete this form to request permission to employ a non-SPS full-time faculty or administrator for overload assignment at SPS. The request form must be signed by the SPS Academic Unit Leader of the unit offering the intended course. Requestor should acquire signatures in section *3 Faculty/Administrator's Home Department Approval,* 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. 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 faculty/administrator:_____ Title and Code:_____

NYU Chairperson/Supervisor Name:_____ NYU Dean/VP Name:_____

**2. To Perform Within my Unit, for Extra Compensation, the Following Academic Assignment 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 Approval**

Signed: _____ Date: _____

Chairperson/Direct Supervisor

Signed: _____ Date: _____

Dean/Vice President

**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