

Request for Overload

1. Have an email conversation with the Provost requesting an overload.
2. After the Provost has approved the overload in writing, 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 – February 15th

Deadline for Spring requests – October 1st

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