



**ANOKA-RAMSEY**  
COMMUNITY COLLEGE

**ANOKA-RAMSEY COMMUNITY COLLEGE**  
**REQUEST FOR FACULTY OVERLOAD**  
(See reverse side for procedures)

I am anticipating a need for an overload assignment for \_\_\_\_\_  
(Name)

Number of credits over 30: \_\_\_\_\_ FTE: \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_

Cost Center: \_\_\_\_\_

Rationale for Request: \_\_\_\_\_

\_\_\_\_\_

.....

\_\_\_\_\_  
Faculty Member's Signature Date

.....

\_\_\_\_\_  
Dean's Signature Date

.....

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

\_\_\_\_\_  
Vice President's or Chief Academic Officer's Signature Date

.....

**For HR Office Use Only:**

Date request was received: \_\_\_\_\_

Cat Code: 20 Assignment Type Code: 2112 Earn Type: OVL

Dates of Payment: \_\_\_\_\_

## **FACULTY OVERLOAD PROCEDURES**

- 1) Dean discusses possible overload assignment with the faculty member.
- 2) Dean prepares rationale for overload assignment, including number of credits and FTE, obtains the faculty member's signature, and signs the overload request form.
- 3) Dean forwards the request form to the Vice President or the Chief Academic Officer.
- 4) Vice President or Chief Academic Officer approves or disapproves the request.
- 5) Vice President or Chief Academic Officer informs Dean and returns request form to Dean. Dean informs faculty member.
- 6) Dean submits request form to the Human Resources Office the second week of Spring Semester.