

- **Pre-tenure faculty members** are not eligible to teach overload.
- **Faculty who voluntarily enter a contract to teach a Continuing Education course** in addition to their regular teaching workload assignment do not receive overload payment for CE teaching. These faculty are paid the prevailing CUPE Local 3904 Unit 2 pay rate.

**FACULTY MEMBER / CUPE UNIT 1 CONTRACT LECTURER INFORMATION**

<b>Name</b>			
<b>Employee Number</b>			
<b>Faculty, Department/School</b>			
<b>Category</b>	<input type="checkbox"/> TFA Tenured	<input type="checkbox"/> TFA LTF	<input type="checkbox"/> CUPE 1
<b>Receiving a course release</b>	<input type="checkbox"/> <b>Yes</b> (if yes, this overload assignment must be approved by the VPFA) <input type="checkbox"/> <b>No</b>		
<b>If yes, provide rationale (If pre approved by VPFA please provide date of confirmation):</b>			
<b>Working more than two overload courses (or equivalent, including CE courses) in any one of the three semesters:</b>	<input type="checkbox"/> <b>Yes</b> (If yes, this overload assignment must be approved by the VPFA) <input type="checkbox"/> <b>No</b>		
<b>If yes, provide rationale (If pre approved by VPFA, provide approval date):</b>			

**OVERLOAD COURSE INFORMATION**

<b>Semester</b>	<input type="checkbox"/> Fall (Sept - Dec)	<input type="checkbox"/> Winter (Jan - Apr)	<input type="checkbox"/> Spring/Summer (May - Aug)
<b>Academic Year (i.e. 2025/2026)</b>			
<b>If this is an overload for part of a semester please provide the specific start &amp; end date:</b>	<b>From:</b> <b>To:</b>		
<b>Course Code(s)</b>			
<b>Course Title(s)</b>			

**OVERLOAD PAYMENT INFORMATION**

<b>Overload teaching semester hours per course:</b>		
<b>Please include Chair's/Director's justification if overload teaching semester hours exceed three (3):</b>		
<b>Overload payment amount per course:</b>		
<b>Distribution code:</b>		

Faculty members are entitled to receive **\$8,300** if they are assigned a voluntary overload of a one semester course that is three (3) hours long. This \$8,300 stipend may be prorated (for shared teaching arrangements, for teaching part of a course as a replacement; and/or if overload teaching semester hours exceed three (3)).

CUPE Local 3904 Unit 1 Contract Lecturers are entitled to receive **\$7,000** if they are assigned a voluntary paid overload teaching of a one semester course that is three (3) hours long, and may be prorated accordingly if less than three (3) semester hours.

Faculty members teaching voluntary overload in CE, are issued a contract at the prevailing CUPE Local 3904 Unit 2 pay rate. Only overloads in an interdisciplinary program in YSGPS require approval from the Vice-Provost and Dean, YSGPS as well as consultation with, and approval from, the faculty member's home Faculty Dean.

**Chair/Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VPFA's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice-Provost and Dean YSGPS signature** *(where applicable)*:  
\_\_\_\_\_  
**Date:** \_\_\_\_\_

**CC: HR Client Services**