

OVERLOAD APPOINTMENT FORM

Revised October 2020

Important!

- **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			
Name:		Employee Number:	
Faculty, department/school:			
Category:	RFA Tenured <input type="checkbox"/>	RFA LTF <input type="checkbox"/>	CUPE <input type="checkbox"/>
Receiving a course release:	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
If yes, provide rationale:			
<i>Also, if yes, this overload assignment must be approved by the Vice-Provost, Faculty Affairs.</i>			
Working more than two overload courses (or equivalent, including CE courses) in any one of the three semesters:	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
If yes, provide rationale:			
<i>Also, if yes, this overload assignment must be approved by the Vice-Provost, Faculty Affairs.</i>			
OVERLOAD COURSE INFORMATION			
Semester:	Fall <input type="checkbox"/>	Winter <input type="checkbox"/>	Spring/Summer <input type="checkbox"/>
Dates of appointment:	From: _____	To: _____	
Course code:			
Course title:			
Delivery method:	Lecture <input type="checkbox"/>	Lab <input type="checkbox"/>	Tutorial <input type="checkbox"/>
	Studio <input type="checkbox"/>		
	Other (please specify): _____		
Semester hours:	Lecture _____	Lab _____	Tutorial _____
	Studio _____		
	Other (please specify): _____		
TA/GA hours (if applicable):			
FOR RFA MEMBERS ONLY			
If overload teaching semester hours are three (3) or less , please select one of the following options:			
<input type="checkbox"/> Faculty member is assigned a voluntary paid overload teaching the entire course (<i>stipend = \$6,300</i>);			
<input type="checkbox"/> A shared teaching arrangement for a course is involved (<i>stipend is pro-rated</i>);			
<input type="checkbox"/> Faculty member assumes part of a course as a replacement faculty member (<i>stipend is pro-rated</i>).			
If overload teaching semester hours exceed three (3) , a justification by the Chair/Director and approval by the Dean are required. Please include Chair's/Director's justification below:			
Chair's/Director's justification:			
Overload teaching semester hours:			
Overload payment amount:			
Distribution code:			

Notes: Faculty members are entitled to receive \$6,300 if they are assigned a voluntary paid overload teaching of a one semester course that has three (3) hours or less. \$6,300 stipend may be pro-rated accordingly for shared teaching arrangements; if a faculty member teaches a course in part as a replacement faculty member; if overload teaching semester hours exceed three (3); and for CUPE Local 3904 Unit 1 Contract Lecturers' overload teaching.

An overload in YSGS requires approval from the Vice-Provost and Dean, YSGS as well as consultation with and approval from the faculty member's home Faculty Dean.

Chair's/Director's signature: _____	Date: _____
Dean's signature: _____	Date: _____
Vice-Provost and Dean, YSGS (where applicable): _____	Date: _____
VPFA's signature (where applicable): _____	Date: _____

CC: HR for implementation