



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.

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