Faculty Compensation for Non-Degree Teaching Activities
(Refer to document dated March 4, 2016, available in Dean's Portal, distributed on March 8, 2016 at the Deans of Faculty Meeting)

Procedures for Processing Requests

1. The Office of Graduate and Professional Programs will prepare the following and will submit to VBA for approvals:

   - A memo to Vice Dean for Faculty Affairs, or email, from Executive Director providing details of the assignment including.
     o Faculty Member's Name
     o Name of Program/Course
     o Assignment Start/End Dates
     o Compensation Amount
     o Account #

   - An Overload Request form (that reflects object code 11217 in the funding line and previous payments in current FY paid under the same code)

2. VBA will review and forward request to Faculty Affairs for approval

3. Faculty Affairs obtains Dean's approval, notifies VBA, and requests that Provost's Office release contract for amendment