



# UNIVERSITY OF MARYLAND

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
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**Date:** February 27, 2019  
**To:** Administrative Council  
**From:** Craig Beyrouthy  
**Subj:** Teaching and Non-Teaching Overload Guidelines Updated 2/27/19

There has been a great deal of confusion regarding the overload issue, and I want to remind you again of the criteria and procedures pertaining to overload (not to be confused with an administrative increment). This information should also be shared with your business managers so that they can advise you or faculty when the subject arises.

## **Criteria**

- Employee must be working 100% time;
- Project/work cannot be part of regular duties;
- Overload is for a specific time period and specific amount of money;
- Request must be submitted in advance of overload period;
- Period of time is arranged so that it does not interfere with employee's regular duties;
- Individual has permission of supervisor to work on an overload basis.

## **Procedures:**

- Written permission of employee's supervisor must be obtained;
- Non-teaching and administrative activity requests for faculty and Exempt staff are routed to the Dean of the respective college for approval. Once approved and the requesting unit receives the approval, they create an overload appointment (teaching or non-teaching) in PHR. The Provost Office will approve the overload requests for faculty and UHR/PHR will approve for the Exempt employee.
- To be considered, all overload requests should be in memo form and must include:
  1. Statement/description of overload (if the overload is for teaching, list the Course name, number, semester);
  2. Include a specific beginning and end date of project;
  3. Amount of compensation to be received (this can be a negotiated flat rate or an hourly rate to include the number of hours a week to be worked not to exceed a specific amount of money o hours);
  4. Following statement must be included:  
"Overload is not part of Mr./Mrs./Dr's/Ms regular duties. The project will be arrange at times that do not interfere with his/her regular duties. The arrangement has the permission of his/her supervisor."
  5. Signature endorsement from: the requester, supervisor, chair and dean
  6. Overload should be requested in advance of the overload period. If it is requested late, a statement why the overload was not requested in a timely manner needs to be included. Sample blank templates for both teaching and non-teaching are included, FYI.

**Sample Non Teaching Overload Request**

**DATE:**

**TO:** Dean Craig Beyrouthy

**THRU:** Supervisor

**FROM:** Requesting Unit/Person

**SUBJECT:** Non-Teaching Overload Authorization for [NAME and UID]

This memo is to request approval for non-teaching overload for NAME, UID, CATEGORY (EXEMPT, FACULTY) in the UNIT for the PERIOD xx to perform the following special assignment:

- a)
- b)
- c)

The Non Teaching overload payment will be a flat rate of [\$AMOUNT] to be paid biweekly during the period 01/01/2019 to 12/31/2019. The annualized rate will be prorated if the duration is less than a year. The funding source will be KFS XXXXX.

The overload payment is for an assignment that is not part of [EMPLOYEE'S NAME] regular duties. In forwarding this request, [EMPLOYEE] and the employee's supervisor mutually acknowledge and agree that (1) the employee has permission to work on an overload basis; (2) performance of the overload duties will not occur during time periods during which the employee performs his/her regular duties; (3) performing this overload will not otherwise interfere with the performance of the employee's regular duties.

[Additional Explanatory information to be provided, as appropriate.]

Thank you for your consideration.

**APPROVAL:**

[EMPLOYEE'S NAME] \_\_\_\_\_ Date: \_\_\_\_\_  
Employee's Signature

[SUPERVISOR'S NAME] \_\_\_\_\_ Date: \_\_\_\_\_  
Employees' - Supervisor's Signature

[CHAIR'S NAME OR REQUESTOR] \_\_\_\_\_ Date: \_\_\_\_\_

[DEAN'S NAME] \_\_\_\_\_ Date: \_\_\_\_\_  
Dean's Signature

**Teaching Overload Request Template**

**MEMORANDUM**

**DATE:**

**TO:** : Dean Beyrouthy

**FROM:**

**SUBJECT:** : Teaching Overload Request

I am requesting approval for the following teaching overload request for NAME to teach ABC XXX for SEMESTER TERM. description of which is as follows:

- A. Description of Teaching Overload: ABC XXX TITLE
- B. Date/duration of Project: SUMMER II YEAR
- C. Amount of Compensation: \$#,###.00

The teaching overload is for an assignment that is not part of Dr.XXXX regular duties. Both Dr. XXX and Dr. SUPERVISOR acknowledge and agree that (1) the employee has permission to work on an overload basis; (2) performance of the overload duties will not occur and will not interfere during the time which the employee performs their regular duties.

The course is needed to XXXXXXXX (if there is a reason).

Approvals:

SUPVERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

DEAN : \_\_\_\_\_ DATE: \_\_\_\_\_