



# Request for Overload

**\*Used for Full Time faculty within your Department ONLY.\***

### Candidate Information

Title	First Name	M.I.	Last Name	
Mailing Address		City	State	Zip Code
Telephone Number <i>(Home or Mobile)</i>		Email Address:		Visa Status
Is this individual a UMES student? <input type="checkbox"/> Yes <input type="checkbox"/> No				

### Academic Appointment Information

Is this an amendment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position Title:		Department:	
Preparer Name:		Preparer Email:	
Does the candidate have or anticipate a concurrent academic or exempt appointment in another department or unit?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the name of the department/unit		Percentage of concurrent appointment	
Type of Contract	Appointment Period		
	Start Date	End Date	
<input type="checkbox"/> 9 Month <input type="checkbox"/> 12 Month			
<b>Course(s) for Overload</b> <i>(Please complete each section)</i>			
Course Number, Section Number, Course Title	Credits	Amount	Enrollment
Special Conditions <i>(Please specify course information and or any special conditions to be included in the contract)</i>			

### Budget Information

Salary Rate:	FAS and/or Funding Source:



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**I hereby certify that the above information is correct:**

Department Chair / Director:	Date
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**Approvals:**

Grant Accountant / Title III / Sponsored Programs: (if applicable)	Date:	
Employment Manager:	<input type="checkbox"/> Resume <input type="checkbox"/> Application <input type="checkbox"/> Letters of Recommendation / References <input type="checkbox"/> Background Check Completed <input type="checkbox"/> Official Transcripts	Date:
Director of Human Resources:	Date:	
Budget Director: (Budget Reviewed & Approved for Use.)	Date	
Dean:	Date:	
Provost:	Date:	
VP of Administration and Finance:	Date:	

**Important Reminders:**

- Please ensure that every field is complete and accurate before uploading into Dropbox Sign.
- When uploading the document into Dropbox Sign remember to put the correct signature order and select “set signing order” under singer settings.
- Copy [facultycontracts@umes.edu](mailto:facultycontracts@umes.edu) to ensure that the completed form is received and the contract issued.