

**NYU****SCHOOL OF  
PROFESSIONAL STUDIES**

## 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