



UNIVERSITY OF SOUTHERN MAINE

University of Southern Maine
Faculty Overload Teaching Agreement
Credit and Credit Equivalent Courses

Date:
Campus:
College:
Department:
Prepared By:

Name: MaineStreet ID:

Address:

This Agreement verifies your teaching assignment. The Course you are scheduled to teach is:

Course: Class Number

Course Title:

Course Location: Course Begins: Course Ends:

Days : Time: to: Semester:

Days 2: Time: to:

Rank: Academic Credit:

Salary for this assignment is as follows:

Table with 7 columns: Cr. Hrs., Rate per Cr.Hr., Salary, #Pays, Rate/Period, HR Accounting ID#, and Total. Includes rows for Lab and Total.

Payments shall be issued on the last day of each month at the rate per period. (Fall semester: October, November, December; Spring semester: February, March, April.)

If the class is scheduled at an off-campus site and a personal automobile is used, reimbursement by the University shall be in accordance with Board of Trustees policy or applicable collective bargaining agreement...

The University does reserve the right to cancel classes due to low enrollment. If a course scheduled as part of the normal load, for the semester in which the agreement is effective, is cancelled, the course established by this agreement may be assigned as part of the normal load.

Special terms of the agreement consistent with existing contract requirements:

PROVOST PRINTED NAME DATE

HOME DEAN OR DIRECTOR: PRINTED NAME DATE

INSTRUCTOR: PRINTED NAME DATE:

Distribution: Original: Human Resources
Copies to: Dean, Provost, Department Chair, and Instructor