

Employee Information

Last Name	First Name	M.I.	USNH ID#
Current Classification Title	Current FTE	Department	College
Supervisor Name	Supervisor ID#		

Supplemental Pay Information

Overload Instruction - Independent Study only

Proposed Payment Amount	Start Date mm/dd/yy	End Date mm/dd/yy	Fall Semester	Spring Semester
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Department	Subject & Course #	Section#	CRN#	Course Title
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# Credits	# Students
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Describe the proposed independent study:

Approval

Department Chair Signature

Date

Dean's Signature

Date

An independent study for which a tenured/tenure-track faculty member shall receive overload compensation is approved by the chair and approved by the dean. "Independent Study" constitutes "overload" when the Independent Study is accepted by the faculty member and approved by the dean, which results in the faculty member's academic year workload assignment being greater than their FTE. Any requests for supplemental pay for independent studies during the academic year must be reviewed by the department chair in consultation with the dean. Supplemental pay forms must be submitted prior to undertaking this overload work.

Process and Timing:

- To request the dean's approval for this additional compensation, the faculty member and the department chair must submit this form prior to undertaking this overload work and no later than the final day of the first week of classes.
- The Dean's Office should render and share a decision in advance of the Add/Drop Registration deadline.
- Exceptions to these deadlines may be made by mutual agreement of the faculty member, the chair, and the Dean's Office.
- Dean's office will initiate payment within Workday with a copy of this fully approved form attached.