

UNIVERSITY OF BALTIMORE

Exception Form for Exceeding Overload Limitations

This serves as certification that _____ (Employee Name) is a full time employee at University of Baltimore in the classification of _____. The attached adjunct faculty contract exceeds the overload limitations set forth in the Adjunct Faculty Policy, and an exception is being requested.

The terms of the additional contract are as follows:

Course: _____

Semester: _____

Contract Amount: _____

.....
Other courses being taught this semester on an overload basis:

1. _____

2. _____

3. _____

Employee

Date

Dean (for faculty)

Date

Vice President (for staff or 4th adjunct course)

Date