

UNIVERSITY OF BALTIMORE
Exception Form for Exceeding Overload Limitations

Teaching Term: _____, 20__

This document serves as certification that [employee name] _____
is an employee at University of Baltimore with the job classification of

- ___ Full-time staff within the Office of _____
- ___ Adjunct faculty
- ___ Full-time faculty in the School/College _____

The attached adjunct faculty contract exceeds the overload limitations set forth in the Adjunct Faculty Policy, and an exception is being requested.

Limits and required signature approvals are as follows:

- **Full-time staff** - for one 3-credit course/term on an overload basis, a Secondary Employment form is required and supervisor approval. Credits above 3 per semester, or the proportional number for a different length term, require supervisor approval and the approval of the provost or the vice president to whom the supervisor reports.
- **Adjunct faculty** (who are not FT UB employees) – credits above 6 per semester (or a proportional number) require an exception signed by the dean or deans of the school(s) in which the person teaches. Credits above 9 per semester (or a proportional number) require the approval of the dean or deans and the provost.
- **Full-time faculty** - for one 3-credit course/term on an overload basis, a Secondary Employment form is required and dean's approval; credits above that (or a proportional number) require the approval of the dean and the provost.

Courses being taught for the term noted (use course abbreviation):

- | | |
|----------|---------------------|
| 1. _____ | # of credits: _____ |
| 2. _____ | # of credits: _____ |
| 3. _____ | # of credits: _____ |
| 4. _____ | # of credits: _____ |

The terms of the additional contract are as follows:

Course: _____ Contract Amount: \$ _____

Employee Signature: _____ Date _____

Dean/Supervisor: _____ Date _____

2nd Dean (as appropriate): _____ Date _____

Vice President/Provost: _____ Date _____