Teaching Overload Form
Faculty holding a Fiscal Year or Academic Year Appointment Only (during Fall and Spring semesters)
(Teaching overload performed for contract home department(s).)

UNM ID: ___________________________  Date Prepared: ______
Name: ___________________________  Dept. Contact: ___________________________
   Last, First, Initial
Dept: ___________________________  Contact Phone: ___________________________
Org Code: _____________  Position Number/Suffix: F9/__T___

* After consultation with appropriate University authorities, it has been determined that you hold a Fiscal Year or Academic Year Faculty appointment and thus are eligible to work course overload as approved by your Dean or Director.

It is understood that cancellation of classes or other necessary changes in the semester work schedule of the department may result in revision or cancellation of this agreement. Faculty appointments are governed by applicable policies stated in the Faculty Handbook, as amended from time to time, published and distributed by the University. Summer Session Agreement is contingent upon class enrollment. Undergraduate minimum class size must be 13. Graduate class size must be 6. Please check with your department, college, or branch campuses for specific policies they may have regarding minimum enrollments and/or class cancellations related to online, EU, or other specialized course.

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<th>Subject/Course/Section or Preceptor/Proctor</th>
<th>Credit Hours</th>
<th>Appt. %</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
<th>Earn Code</th>
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I accept the assignment described above:

Faculty Member  Date

Please sign the original and return to the Department of: ____________

I further certify that I have declared to the appropriate department administration all other compensation I may be receiving and will not exceed any policy limits on compensation, e.g., 1.25 FTE.

Department Chair  Date  Department Director/Dean  Date