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 _____