ADMINISTRATIVE EMPLOYEE OVERLOAD APPROVAL FORM

This form must be completed when any Messiah College employee undertakes an assignment in which teaching/coaching/release time is required as other than a part of their contractual expectations or administrative assignment. Please complete the form, obtain all appropriate signatures, and submit it to the Office of the Provost, Suite 3016.

Messiah College Employee: _____

This is applicable to the following semester(s) during the _____ academic year:

☐ Fall Semester  ☐ J-Term  ☐ Spring Term  ☐ May Term  ☐ Summer Session

Check the Special Assignment that applies and complete the additional information requested:

☐ Grant
    Grant Name: _____

☐ Course
    Course Number: _____    Course Name: _____

☐ Administrative Assignment
    Explain: _____

☐ Other
    Explain: _____

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Date \hspace{2cm} Department Chair/Director (making request)

Date \hspace{2cm} Employee's Supervisor/Department Chair

Date \hspace{2cm} Dean/Vice President

Date \hspace{2cm} Associate Provost/Chief Information Officer

Date \hspace{2cm} Provost