

## 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

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*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

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Department Chair/Director (making request)

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Date

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Employee's Supervisor/Department Chair

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Date

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Dean/Vice President

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Date

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Associate Provost/Chief Information Officer

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Date

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Provost