Overload approvals for 33-Exempt Regular and 34-Exempt appointees who are not on a visa are processed through the departments to the colleges for approval via e-mail. Colleges forward Summer Term overload e-mails to UHR for approval. If the exempt appointee is a direct report to a Dean or works in a unit reporting directly to the Provost’s office, UHR ensures that the Provost’s office has approved the overload. Departments are responsible for obtaining the necessary approvals and, once the summer overload memo is approved by UHR, forwarding that e-mail to Extended Studies so that the appointment may be entered in PHR. A summary of exempt transactions (Regular and Contingent Category I) that will no longer be processed in ARS except those appointees on a visa can be found at http://www.provost.umd.edu/pers-bud/ARS/ARS-PHR_Merge/index.html. Click on Implementation Documentation then Summary for Removing Exempts from ARS Processing.

It is important to note that, per the Provost’s directive, OES will cancel any summer courses whose faculty has not received overload approval by the first day of class. The Division of Academic Affairs seeks to limit overloads to two per calendar year for credit instruction. However, based on need, third and subsequent requests will be considered.

OES must receive all overload approvals by May 10, 2013 for Session I and June 21, 2013 for Session II.

Criteria

- The Dean or Major Unit Head must consider the overload request in accordance with its mission, the strategic plan, and the need to balance each employee’s workload;
- Employee must be working 100% time with the exception of Graduate Assistants;
- Project is for credit instruction, non-credit instruction or administrative activities which are not part of regular duties;
- Hourly overload requests will be accepted only for Graduate Assistants. At the end of the overload period, the department must notify the Provost’s Office of the total amount paid for the overload;
- Overload is for a specific time period and a certain amount of money (no hourly requests);
- Request must be submitted in advance of overload period;
- Period of time is arranged so that it does not interfere with employee’s regular duties; and,
- Individual has permission of supervisor to work on an overload basis.

Procedures

1. Overload requests must be processed via the Academic Resource System (ARS) in the Division of Academic Affairs for faculty, librarians, and graduate assistants.

2. Overload requests for exempt employees on a visa will require the prior approval by the Director of University Human Resources or designee.

3. Overload requests for Graduate Assistants require the requestor to submit to the Graduate School the Form Graduate Student Overload Assignment Request to ensure the student is in good academic standing and progressing toward the attainment of a degree prior to ARS approval. Academic Affairs will receive confirmation of this approval by electronic mail from the Graduate School and can then provide ARS approval.

4. All ARS overload requests will require:

   a. Type of overload request (see page 2 for examples of overload types):

      TO - teaching for credit instruction – (the course info uploads from SIS)
      AO - administrative overload
      SO - seminar overload
      EP - Executive Program overload

   b. Specific beginning and end date of project;

   c. Amount of compensation to be received; and,
d. ARS Comment including following statement:

1) "Overload is not part of <name>’s regular duties. The project will be arranged at times that don’t interfere with his/her regular duties. The arrangement has the permission of <name>, his/her supervisor, who approved it on <date>."

2) Also, for types AO, SO and EP, a brief description of the overload project must be included.

3) Additional steps for processing overload requests for faculty/staff paid on Federal/Federal flow-through sponsored accounts:

   i) It is the responsibility of the department requesting the overload to obtain approval from the program official at the sponsoring agency. The program officer’s approval should then be sent to the Office of Research Administration (ORA), along with a letter signed by the responsible departmental official certifying all points in iii. below. ORA will submit the official institutional request to the administrative official of the sponsoring agency who will provide the University with the official approval or rejection.

   ii) Department/College must certify in the ARS that the overload assignment is outside of the appointment expectations as contained in the individual’s appointment letter or contract.

   iii) Department/College must provide certification: that the overload assignment will be arranged at times that don’t interfere with his/her regular duties; that the arrangement has the permission of his/her supervisor [name] approved on [date]; and, that the individual’s tasks and schedule will be arranged such that his/her overload assignment will not negatively impact the work or schedule of deliverables supported by the sponsoring agency or agencies.

e. FRS # should be completed as appropriate. Summer Term, Winter Term and Fall Term Freshmen Connection Program overloads are charged to the Office of Extended Studies. If you have questions regarding the FRS #, contact oes-finance@umd.edu.

For more information, please review: http://www.provost.umd.edu/pers-bud/ARS/ARSUpdates/Overload_Appointments_in_ARS_Procedures.pdf.

<table>
<thead>
<tr>
<th>Overload Types</th>
<th>Examples</th>
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<tbody>
<tr>
<td>TO  Teaching Overloads</td>
<td>For Credit Instruction (Course Prefix and Number, and Number of Sections Teaching must be entered on Second Screen of APTU</td>
</tr>
<tr>
<td>AO  Administrative Overloads</td>
<td>Mentor, Coach, Supervise Students, Advisor, Lab Asst, Data Analyst</td>
</tr>
<tr>
<td>SO  Seminar Overloads</td>
<td>Non-Credit Course, Seminar, Workshop, Lecture</td>
</tr>
<tr>
<td>EO  Executive Program Overloads</td>
<td>For BMGT and PUAF Only</td>
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</tbody>
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