



Potter College of Arts & Letters

I am PCAL. You are PCAL. We are PCAL.

PCAL Teaching Overload (OVL) Request Form

INSTRUCTIONS: Form should be completed by the Department Chair or School Director. Once complete, the faculty member and Chair/Director should sign and send to potter.college@wku.edu for Dean's Office review and approval. Approved forms will be returned to the faculty member and Chair/Director for their records. Questions related to the form or teaching overloads can be directed to Associate Dean Jeff Budziak.

Faculty Name:

Department/School:

Academic Year:

Brief description of OVL need (including why PT faculty cannot be used):

Course Name	Course Number/Section	Course Credit Hours	Semester	OVL Compensation

Policy and Procedure:

All PCAL OVL's must be compliant with all relevant WKU policies, including [1.2092 Faculty Workload and Compensation](#), which states that all OVL's must be "irregular" **and** "unavoidable," "unanticipated," **and** "temporary" in nature. Additionally, PCAL pays all OVL compensation during the spring semester (regardless if the OVL occurred in the fall or the spring semester), so that full academic year effort may be assessed prior to payment. Typically, all OVL's are paid via Form 16 over three payrolls (FEB, MAR, APR).

Approvals:

Faculty

Chair/Director

Dean's Office