

**FULL-TIME FACULTY TEACHING SUPPLEMENTAL
(OVERLOAD AND COURSE RELEASE)**

**Banner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Table for Course Overload Information (C*ourse(s) with the least enrollment*)**

**A prorated scale may apply depending on enrollment. The final enrollment will be determined on the 2nd Monday of classes for 16-week courses. For shorter courses, the 1st Thursday of courses will determine the final enrollment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List courses taught within the normal teaching load *(courses with highest enrollment)*** | **CRN #** | **Section** | **Total Credits** | **ENROLLMENT #** |
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|  |  |  |  |  |
|  |  |  |  |  |
|  | **Explain activity done and number of credits approved for course release:** |

|  |  |
| --- | --- |
|  **Start Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |  **End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Northern New Mexico College (NNMC) is pleased to offer you a temporary, supplemental appointment to work on the above assignment. This agreement may be terminated with or without cause by NNMC or by mutual consent of the parties. Your acceptance is indicated by your signature below. Upon your acceptance, this agreement must be returned to the Office of the Provost within 10 working days of the date of this agreement. Failure to return the signed employment agreement or provide notification within 10 working days, may result in payment delays and/or cancellation of this appointment. I have read this Employment Agreement and agree to the provisions thereof.

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| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Appointee Date  |  Chair Date  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  | Provost Date  |
| FUND \_\_\_\_\_\_\_\_ | ORG \_\_\_\_\_\_\_ |  | ACCT \_\_\_\_\_\_\_\_\_\_\_\_ | PROG \_\_\_\_\_\_\_ |  | % \_\_\_\_\_ |
|  FUND\_\_\_\_\_\_\_\_\_\_  | ORG \_\_\_\_\_\_\_ |  | ACCT \_\_\_\_\_\_\_\_\_\_\_\_\_ | PROG \_\_\_\_\_\_\_ |  | % \_\_\_\_\_\_ |
| ***For Office Use Only*** Position Number:  |  | Budget Approval:  |  |  |  |

**Revised 12/2019**