

Date: 27August 2001
To: Deans and College Administrators
From: Marco J. Mariotto, Dean
Re: Exceptions to the Overload Guidelines

Effective immediately, our office will no longer require overload forms to be completed for the following appointments.

- ♦ All one-time, single payments less than \$301. Activities associated with this type of payment might include: proctoring of an exam, payment for participation at an athletic function, participation in a research study, and participation in a special event.
- ♦ All Instructional Television (ITV) assignments.

PARs for these payments should continue to be routed through my office, but these PARs will no longer require an attached overload form and will be approved pro-forma. Please use the "Remarks" box on the PAR to describe the activity. Upon receipt in our office, the PAR will be marked "Approved" by our office and forwarded to Compensation.

All other employment activities that result in a full-time graduate student exceeding .50FTE must follow the guidelines as set out in my June 20, 2001 memo. Please be aware that graduate assistant overload requests must be made before the actual overload activity. Colleges should ensure that their administrators, principal investigators, and students understand that after-the-fact requests are not permitted. Students should never be engaged to work until after all needed reviews are conducted. If such an after-the-fact occasion occurs, I will require a memo of justification from the College Dean.

Effective with spring semester 2002, full-time graduate students who are granted overloads that result in a total combined FTE equal to .75 FTE will not be eligible for the Graduate Assistant Tuition Fellowship (GATF). Full-time graduate students who, during an audit, are found to hold unauthorized overload appointments greater than .50 FTE, will have their GATF revoked retroactively.

xc: Edward Sheridan
Elaine Charlson
Ed Hugetz
Donna Norwood
Barbara Fasser
Division Administrators