

One Semester PTI Overload Exception Process

If a part time instructor is needed by an academic unit to teach over 7 credit hours in a semester, an exception request must be sent and approved by the Office of Faculty Affairs prior to the beginning of the semester. The request should include:

1. The PTI's name and departmental affiliation
2. The requested courseload for the PTI
3. Justification for the overload
4. A plan to balance the PTI's hours in a subsequent semester (e.g. if they are teaching 10 hours in Fall semester, a courseload of no more than 4 hours in the Spring semester)
5. Signature of the Department Chair or equivalent

This request should be routed to the Dean's Office for approval. After the Dean approves, the Unit Faculty Hiring Coordinator (UFHC) will forward to OFA for review and approval.

When approved, OFA will scan and email a copy of the approved request to the UFHC.

Questions, comments, and concerns should be directed to:

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