

Division contacts Dean's office for the faculty member's contractual load and pay information.



Division generates contract manually using templates found on MyMason, director signs, and contract is forwarded to OAPI.



Associate Dean White signs the contract and it is forwarded to CEHD's Dean's office for approval.



Senior Associate Dean Ford signs the contract and it is forwarded to the Provost's office for approval.



Provost signs the contract and it is returned to CEHD's Dean's office.



CEHD's Dean's office sends a copy of the contract to the division and files the original in the faculty member's file.



Division enters adjunct hiring information into Banner. (Banner EPAF training required for this step)

FACULTY OVERLOAD CONTRACTS

Legend:

Items in **BLUE** shapes are completed by the **divisions**

Items in **GOLD** shapes are completed by **OAPI**

Items in **GREEN** shapes are completed by **CEHD's Dean's Office**

Items in **GRAY** shapes are completed by the **Provost's office**



A document is required for this step



Multiple documents are required for this step



Decision step



Procedural step



Terminal (End) step

How to Generate an Instructional Faculty Overload Form

The Division staff

- Contacts the Dean's office to have the faculty's contract reviewed regarding the faculty load and whether the faculty will be paid a percentage of salary or at the matrix level;
- logs into <http://mymasonportal.gmu.edu>;
- clicks on Organizations >Program Office Managers>Documents;
- from the list provided, opens the applicable semester Contract Template;
- completes the highlighted sections on the template;
- prints out a hard copy of the completed contract;
- has the Divisions Director sign the contract;
- keeps a copy of the contract; and
- forwards the original contract to OAPI for signature.

Once Dr. White signs, the contract will be forwarded to the Senior Associate Dean for signature, and then to the Provost's office for signature. The Provost's office will return the signed contract to the Dean's office.

Once the Dean's office receives the signed contract, the Dean's office will contact the Division staff to indicate that the Division staff should

- login to Banner to generate the EPAF.