**Teaching Overload Offer Letter**

(please remove the above title and place this letter on your unit/department electronic letterhead)

**Date**

**Name**

**Address**

**City, State, Zip Code**

Via email: **Email Address**

Dear Name:

This letter is to specify your overload course assignment for the **Year** **fall/spring** semester. Currently your regular assignment is to teach a **X.XX** load***.*** In addition to your regular assignment, you are assigned to teach the following overload course:

**XXXXXX-XXX**

This offer is contingent on the minimum enrollment requirements set by the University and upon the availability of funds. If for some reason, your course(s) does not meet minimum enrollment, this offer is no longer valid.

This appointment will be effective from **Course Start Date** through **Course End Date**. You will be paid a total allocation of $**Amount** for this time period. This pay is subject to all deductions required by federal and state law and, if permitted by law, such as other deductions as you may authorize in writing. This appointment is for the indicated period only.

Please indicate your acceptance or declination of this offer by signing in the space indicated below and returning via email to **Name** at **Email Address** on or before **Date** so that we may forward your appointment for the review and approval process.

If you have any questions, please call me.

Sincerely,

**Name of Dean or Department Chair**  
**Dean** or **Department Chair**, **College or School**

xc: Academic Personnel Office ([academicpersonnel@uta.edu](mailto:academicpersonnel@uta.edu))

I accept this renewal of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Candidate Name** Date

I decline this renewal of appointment.

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**Candidate Name**  Date