



MEMORANDUM

TO: Deans and Chairpersons

FR: Belinda Benjamin *BB*
Director of Administrative and
Student Services/Budget Manager

RE: SUBMISSION OF SPRING 2019 EPAFs

DATE: January 10, 2019

The effective date for EPAFs is **May 1 and the end date is May 31, 2019**. An Excel spreadsheet is needed with the following information: *Name, department, total hours taught, office hours, (office hours are needed for adjuncts only) and the amount*. The spreadsheet should be submitted before EPAFs are entered in the system. Once the spreadsheet is approved, I will notify you to enter the EPAFs in the system.

Class rolls should be submitted to the Office of Academic Affairs to my attention. (Please do not submit your class rolls electronically). Failure to submit the requested information will result in the delay in the processing and approval process of your EPAFs. Deans and chairs should ensure that all EPAFs are submitted by the requested deadline once approved, and that the spreadsheet is submitted prior to entering the EPAFs in the system. No EPAF will be approved without the spreadsheet.

Overloads: Deans, chairs, and staff members are to teach no more than (3) hours of overload; and, adjuncts are to teach no more than (6) hours, with prior supervisor notifications/approvals. Deans must draft letters of justification for the interim provost and interim president for their approval by **1/15/2019** if out of compliance.

Budget	Fund Code	Org Code	Acct Code
ADJF01	100000	Codes are the same as used before.	611000

Instructors are to assess student learning outcomes. In addition to assessment of student learning outcomes to ensure effective teaching and learning, all instructors must submit the SACSCOC faculty credentials/qualifications form to the Office of Institutional Effectiveness. Contact Dr. Hart for questions.

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