



College of Health, Education, and Social Transformation

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SCOBRA Form

(Supplement Hire, Course Overload, & Buyout Request Approval)

Supplemental Hire, Course Overload, & Buyout Request Approval Form

Use this form to request permission for overload/supplemental hire, course release, or any significant allocation to alternative funding. For hire or release from specific course/teaching duties, forms will be evaluated on a term-by-basis.

Type of request? (Please select an option from the dropdown menu)

Request Details (Required for All Requests)

Employee Name:	Home Org:	Start Date:
Banner ID:	Course Credit Hrs:	End Date:
Proposed Course:	Core Class or Elective:	Proposed Salary:
F2F or Online:	Course Capacity:	Funding Index:

Required For Course Buyouts/Release Only:

Required for Supplemental & Overload Only:

Alternative Instructor for Released Course?

Total NMSU FTE with this hire?

Is the funding index restricted?

Remaining Course Assignment Credit Hrs?

If funding is restricted, is required CAS Justification/ agency approval for supplemental compensation on file?

Note: Agency approval & SPA paperwork is required to allow for supplemental compensation on restricted funds.

Rationale for Request (Provide For All Requests):

Initiator Signature: _____

Supervisor Approval: _____

Department Head Approval: _____

HEST Review & Approvals

Additional Remarks:

RBO Co-Director Review: _____

Academic Dean Approval: _____

Dean Approval: _____