

**March 4, 2009**

**Subject: Faculty Overloads**

The purpose of these guidelines is to define a policy applicable to supplemental compensation or overload payments to faculty in the College. In general, overload payments for faculty will not be approved for additional duties that would normally fall within the range of commonly accepted, and expected, faculty responsibilities. Exceptions may be approved only when there are unforeseeable circumstances of an extraordinary or extenuating nature. These guidelines for instructional and service activities are partly derived from existing and common administrative practices and policies.

The faculty member's primary professional responsibility to the University must not be impaired or compromised by the time and effort expended in overload activities. All normally expected teaching, research and service activities must be met.

**Instructional Overloads**

With the faculty member's approval, full-time faculty may be assigned to teach credit courses for extra compensation only in extraordinary circumstances, including but not limited to, an exceptional basis to cover an unexpected and unplanned staffing vacancy or unanticipated surges in enrollment. Every effort must be made to assign credit course offerings within the usual teaching/workload assignments of the regular full-time faculty.

To the extent possible, an instructional overload for a faculty member should be offset by an equivalent reduction in the faculty member's teaching/workload in a subsequent semester (the credit banking system) rather than by direct compensation. The maximum excess or deficiency from a faculty member's approved instructional workload shall not exceed four (4) semester hours in any given academic year.

Every effort must be made for assuring equity among faculty in overload course assignments, such equity being subordinate to the curricular and programmatic needs of the Department and the College.

Instructional overloads for administrative faculty will be subject to the same policies and procedures applicable to regular faculty.

The compensation for overload teaching during the academic year will be at the same level as the rate of compensation for full-time faculty instruction during the summer of the same fiscal year (e.g., the summer 2006 rate of compensation will be the rate for overload teaching in fall 2006 and spring 2007). The specific rate of compensation will be identical to the rate in force, through the Collective Bargaining Agreement: for 2006

summer teaching (and thus the overload rate for fall 2006 and spring 2007) this rate is \$1,799 per semester hour; for Spring 2006, the rate is \$1,755).

Requests for overload instructional assignments with reasons must be submitted to the Dean's Office, and approval obtained, prior to the beginning of the assignment. No *ex post facto* requests will be approved.

These guidelines and policies will take effect at the beginning of the summer 2006 term.

### **Compensation for Service-Related Overload Activities**

Supplemental pay for activities in service to the University will be approved only in exceptional circumstances. Service during the academic year to the faculty member's "home" department, other departments, schools or colleges, service on University committees or organizations, or participation in University activities are some examples of activities that all faculty members should expect to undertake without additional compensation as part of their service obligation to the University, the faculty member's discipline and the commonweal of the greater community. When such service includes an extraordinary leadership or supervisory responsibility, the faculty member may be provided with a proportionately reduced instructional/workload assignment.

Service-related overloads compensation for administrative faculty will be subject to the same policies and procedures applicable to regular faculty.

### **Overload Payments on Research Grants**

The amount of compensation payments on research grants is subject to the policies of the Office of Sponsored Research and Programs. Please contact that office for the relevant guidelines and procedures.