

Full-Time Faculty Handbook for Compensation and Workload

Appendix 9: Overload

Full-time appointments require a full commitment to working time and effort. Enrollment and class schedules permitting, full-time faculty may have the opportunity to request an overload teaching assignment. Overload is teaching beyond a faculty-member's full-time appointment.

1. **Overload assignment conditions:** Full-time faculty may teach overload provided the following conditions are met:
 - a. The overload assignment will not interfere with their primary assignment.
 - b. Faculty should work with the department to select overload early in the scheduling process.
 - c. If the Associate Dean/Chair and the evaluation committee members have concerns about the faculty member's teaching performance, overload may be denied. If overload is denied, an appeal may be made to the Dean.
 - d. Overload classroom/laboratory contact hours shall not exceed 50% of the contact hours in the faculty member's normal teaching load averaged over the period of a nine-month appointment rounded to the nearest workable department contact hour. These hours shall not exceed 10 contact hours per week in any given term. The Provost for Academic Affairs must approve any exceptions to the above before classes are taught.
 - e. Federal or restricted funds generally cannot be used for payment of an overload assignment. An employee whose primary assignment is paid from federal or restricted funds with a base salary of 1.0 FTE may not work overload regardless of the funding source except when: authorization is written into the contract or grant prior to its issue, or written permission is obtained after the grant and contract are issued from the appropriate agency grants and contracts officer.

2. **Overload assignment compensation:**
 - a. Full-time faculty are to be paid at the current adjunct rate for teaching scheduled course sections as overload.

3. **Overload assignment authorization:**
 - a. Full-time faculty shall be given the first opportunity to teach as overload any class not yet assigned to a full-time faculty member, provided the overload assignment conditions in Part 1 are met.
 - b. The opportunity for faculty to add overload is available four weeks before the first day of class.
 - c. If a course within a faculty member's primary assignment and/or previously requested overload assignment is cancelled after the four-week deadline and prior to the first day of class, the faculty member, in consultation with his or her academic administrator, will have the opportunity to select another course section(s) to replace the cancelled section(s).

- d. Full-time faculty have the right to decline an overload assignment request.
- e. To ensure quality, the academic administrator must authorize an overload teaching assignment of the department or program where the teaching takes place. A faculty member's administrator must give prior approval of the overload assignment when such teaching is outside the faculty member's assigned division. First opportunity to teach overload does not extend to departments outside the faculty member's department.
- f. Any employee who is paid from federal or restricted funds must have prior written approval from the Office of Sponsored Projects verifying the expenditure of funds as appropriate.