

<b>Policy Number/Title:</b>	2.2.17 Faculty Overload Policy
<b>Effective Since:</b>	04/19/2021
<b>Last Revision Approved:</b>	04/19/2021
<b>Responsible Office:</b>	Academic Affairs

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### **1. Scope:**

Instructional faculty (full-time FTE)

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

The typical faculty course load is 12 credit hours a semester or 24 credit hours per academic year. In addition, the full-time obligation for faculty members requires them to maintain scholarly and creative activity, professional stewardship, and academic responsibility commensurate with their rank. Deviations from 12 credit hours per semester may include factors such as external accrediting body standards; unique laboratory, studio, or clinical requirements; and grant-funded activities. Teaching loads may be determined by contact hours instead of credit hours in some circumstances. When teaching loads are governed by student contact hours, the assignment may be greater or less than the credit hours assigned to the course.

Establishing equitable standards for course load assignments considers the existence of diverse definitions of a “full-time teaching load” within various colleges and departments. In considering course overload assignments, departments and colleges must recognize the full-time responsibilities of faculty, which include the four areas for faculty evaluation. Full-time faculty are expected to complete their full-time responsibilities regardless of the time required. This work is to be accomplished without overload compensation.

When faculty accept an overload assignment that requires teaching a course beyond the typical course load and with no other adjustments to the full-time responsibilities in the other areas of faculty activity, the chair may assign and the dean may approve temporary additional compensation for the overload. Course overloads are assigned based on faculty



expertise and only when courses must be staffed to ensure timely offering of degree requirements to meet curricular demand. Overloads must be documented and approved by the chair and dean prior to beginning the overload assignment.

#### **4. Procedures:**

A faculty member shall be limited to one additional course per semester. This does not include independent study classes, or cross-listed courses if one of the cross-listed courses is counted in the typical course load (including undergraduate/graduate cross-listings). Exceptions to this limitation may be approved by the dean when extenuating circumstances warrant. Overloads outside the department, such as ACAD and HMXP, are considered dual employment and must be negotiated between the respective dean and the department chair.

Course overload temporary compensation that is covered within college budgets is approved by the dean. Course overload temporary compensation that requires additional funding for the college must be approved by the chief academic officer.

Faculty members assigned a three-credit course overload in the home college will be compensated at a rate of \$2500 for those with a non-terminal degree and \$2800 for those with a terminal degree. Compensation will be pro-rated for courses that are not three-credits at the appropriate rate.

#### **5. Resources:**

This section was intentionally left blank.

#### **6. History of Revisions:**

04/19/2021	Minor Revisions
01/19/2021	Policy first established

#### **7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: