

### Tips for Preparing an Overload Policy Exception Request

In the rare instance when a teaching overload is necessary, a written exception to policy should be submitted. The exception to policy shall address each of the applicable points in the Faculty Overload Pay Guidelines, issued February 20, 2009. A copy of this policy is attached below.

#### **Built in Overloads**

The Center for Leadership Formation is a program that is taught by professors on an overload basis. An exception to policy is not required for overloads for this program.

Requests for an exception to policy shall be submitted via the Overload Exception Request.

#### Routing and Authorization

Chairs shall complete the Overload Exception Request form and submit to the dean of the college/school. If the dean denies the requested action, s/he will return the request to the chair. Dean's may also ask for additional clarification on the need for the overload. If the dean approves the requested action, s/he will sign the exception and forward to the Faculty Services Office (Admin 225). Faculty Services will ensure that the request addresses each of the applicable points in the policy, and will then present it to the Provost for action. A copy of the approved/denied request will be returned to the dean of the school/college.

Teaching overloads may occur for work outside the faculty member's department or school/college. In such cases, the home department chair is responsible for submitting the request for exception to policy to the dean of the home school/college and routing the form to the secondary school/college for signatures.

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## **Faculty Overload Pay Guidelines\***

February 20, 2009

1. Faculty overload pay for teaching a course might come about during the academic year for faculty on 9-month, 10-month, 11-month, or 12-month contracts or during the summer for people on 12-month contracts if the person's normal teaching and other duties cannot be shifted to accommodate for the instructional need in-load.
2. Overload pay is a special request situation . Therefore, it should not be the norm, but should only occur in rare instances because of unexpectedly high enrollments or due to some other emergency situation when part-time faculty are not available.

3. Overload pay for teaching a course should be at a rate established by the individual school/college and negotiated with the Office of the Provost. Overload salary will be paid out only after the faculty member has met all other regular teaching commitments.
4. Faculty overloads should be determined by examining the following:
  - a. The dean and, when applicable, the chairperson need to be sure that the overload is genuinely required. We don't have the funding to pay for overloads in departments where the faculty teaching loads are soft, enrollments are low, and sections are regularly offered that don't have to be offered.
  - b. The dean and, when applicable, the chairperson need to be sure that it will not otherwise damage a faculty member's progress toward tenure or other duties were she or he to take on overload teaching. This is particularly important in the case of assistant professors, but can apply to faculty who have taken on other major projects including administrative tasks.
  - c. The dean of the school/college and, when applicable, the department chairperson need to be sure that we are not violating the conditions of an externally funded grant that limits a faculty member's work effort to 100%.
  - d. The dean and, when applicable, the chairperson need to be sure that there is no conflict of interest in the assignment of the overload. This is a potential problem if the person doing the scheduling should put himself or herself into an overload situation when it would have been possible to make other assignments to other persons in the department and avoid the need for the overload. Conflict of interest also may be avoided if the overload could have first been offered to other persons who might be better qualified and perhaps even in greater need of being given the chance to teach the overload.
5. Guidelines for determining overloads for faculty with administrative responsibilities:
  - a. When it comes to the case of an individual with a part-time administrative responsibility, such as a department chairperson, program director, or associate and assistant deans, the individual's dean must approve an overload request and has to be particularly scrupulous about reviewing the proposal so that none of the problems mentioned above (or any others) will arise.
  - b. Full-time administrators with faculty rank (e.g. deans, directors, associate provosts) who teach a course will do so as an in-load and will not be eligible for overload pay.
6. In the case of a faculty member being offered an overload course during the academic year in another college or school that is not her or his own, the Dean of the faculty member's home college or school must be consulted and written permission

must be granted before the faculty member can take on the additional teaching assignment.

\*Policy adapted from Loyola University Chicago (2004) Faculty Overload Pay Guidelines