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 and will probably cost more than hiring a part-time faculty. 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