



Policy Number: 1.020

Originating Office: Academic Affairs

Responsible Executive: Provost/VP of Academic Affairs

Date Issued:

Date Last Revised:

Teaching Overload

Policy Contents

I. REASON FOR THIS POLICY.....	1
II. STATEMENT OF POLICY	1
III. DEFINITIONS	2
IV. PROCEDURES.....	2
V. RELATED DOCUMENTS, FORMS AND TOOLS	2

I. REASON FOR THIS POLICY

Overload assignments involve both faculty and NFE employees. All overloads affect employee efforts and therefore general guidelines are needed. In general, overloads must not prevent any employee from excelling in their assigned duties.

II. STATEMENT OF POLICY

- A. Non-Faculty Exempt Employees--With respect to high-level NFEs like deans, provost, and directors.
 1. Overloads will rarely be approved. It is encouraged, where feasible, that deans or directors teach within load, but that has to be balanced with administrative obligations.
 2. The overload teaching assignment must be clearly outside assigned regular duties. In general, the time should be outside the regular workday. There should not be an expectation of extended, regular overload assignments.
 3. Overloads should not be assigned to any NFE whose job performance is rated poor or who is not responding to supervisor guidance in improving performance or accepting new duties.
- B. Faculty Employees--With respect to faculty members.
 1. Each overload request must be clearly justified and be accompanied by a clear, well-supported description of workload in terms of 30 workload units per academic year and/or % effort. Based on 100% effort this

would equal 15 units of activity per semester. In the case of faculty members on a 12-month assignment, 40 workload units. Note that a faculty member might have an unequal teaching load, such as 2/4 rather than 3/3.

2. Overloads for tenure-track faculty members are likely to have several negative effects, the primary ones:
 - a. Decreased research productivity
 - b. Overload will dilute faculty member efforts on assigned course
3. Overloads for untenured faculty members, faculty members who have been on any low performer teaching list, and faculty members struggling with research programs will be rare. Multiple overloads, especially within a single semester should be discouraged
4. Before requesting faculty overload the following should be considered
 - a. Unless there are extenuating circumstances, faculty members with in load course workloads of 9 hours or less will normally not be considered for overload.
 - b. Are there adequate enrollments with pedagogically appropriate caps in the faculty member's in load courses?
 - c. Faculty members need to be productive in all areas of responsibility including research and service.
 - d. Teaching loads of other department/division faculty members who might teach the course need to be considered before a faculty member is approved for teaching an overload course.
5. Should schedule classes on the faculty member workload be cancelled or changed to independent study, the workload and overload justification should be reassessed (and an overload might become an in load assignment).

III. DEFINITIONS

Not applicable.

IV. PROCEDURES

Complete the [Teaching Overload Justification Form](#) and forward to the VP of Academic Affairs at least one month before the term begins.

College/School requests should be submitted at one time instead of forwarding them piecemeal.

V. RELATED DOCUMENTS, FORMS AND TOOLS

[Overload Justification Form](#)