

	ACADEMIC AFFAIRS POLICY		Page 1 of 2
	Issued: (original policy date) May 26, 1994		Revised: (date) March 19, 2014

Policy Title: *Faculty Overload*

Policy Status: ☐ New

☒ Revision

☐ Supersedes existing policy titled: [Click here to enter text.](#)

☐ Deletion

Policy Purpose/Reason: To accommodate high enrollments during a term, or to meet other emergency situations, the University may assign faculty overloads.

Effective Date of Policy (Note: Enter a date here only if the effective date is not next July 1): [Click here to enter text.](#)

Background: The original policy can be found in the 1996 Policy Master. The previous version of this policy (revised prior to 2008) states:

The following principles are to be followed in considering a teaching overload:

1. Overloads for full-time faculty are not desirable because they require time which the faculty member might otherwise use for improvement of teaching, scholarship, service, or advising.
2. Overloads are to be given to full-time faculty only when no other options exist.
3. Overloads are not 'rewards;' neither are they 'entitlements.'
4. A full-time faculty member may have no more than three credit hours of overload for the entire academic year.

At the request of President Foster, during academic year 2012-13 the Faculty Senate convened a working group to study the advantages and disadvantages of a variety of policy options regarding teaching overloads. Taking into consideration the recommendations from the Senate, University administration developed this policy revision the following academic year.

Definitions: [Click here to enter text.](#)

Full Policy Statement: Overload compensation is authorized only when teaching assignments exceed the normal distribution. With the approval of the Academic Department Head, a faculty member with an "Excellent" performance evaluation for the prior year may teach up to either (8) credit hours overload per academic year (i.e., excluding summer and January terms) or five credit hours for one of the two academic terms. Individual departments may have more restrictive limits.

Approval of an overload exceeding the annual eight credit hour limit will be treated as a rare exception, rather than a recurring activity, and must be authorized by the Academic Department Head, Vice President for Academic Affairs, and President prior to the classes being listed in a program's schedule of offerings for the upcoming term. If overload activity of any amount interferes with any part of a Faculty member's responsibilities, an overload request will not be approved for a minimum of the two following academic

semesters or until such time that the Faculty member demonstrates that teaching an overload will not interfere with other required obligations.

Exclusions or Special Circumstances: [Click here to enter text.](#)

Policy Summary for Catalog: NA

Related Documents:

Policies: Faculty Workload, see Professional Personnel Employment Handbook, Section VIII-3.

Forms: [Click here to enter text.](#)

Other: Overload Recommendations - Faculty Senate Report to the Board of Trustees. May 2, 2013.

Approved by (signatures as applicable):

Faculty Senate Committee: _____ NA _____/date_____

Faculty Senate: _____ NA _____/date_____

Vice President for Academic Affairs: _____ NA _____/date_____

President: _____ NA _____/date_____

Board of Trustees (if applicable): See approval of revisions to Professional Personnel Employment Handbook, Trustee Meeting Minutes. March 19, 2014.

Expiration Date (if applicable): [Click here to enter text.](#)