

Section: Overload Contracts

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Sponsoring Unit/Department: Office of the Provost

Overload Contracts

An overload occurs whenever any full-time faculty member's combined load exceeds the required load for the contract period. Overloads can be either involuntary or voluntary.

Definitions

- Involuntary overload occurs when the faculty member must take on an additional class or assignment to make their required load. The amount of the involuntary overload is equal to the load hours which exceed those hours needed to meet the required load.

Example: Dr. Smith teaches World Languages which offers its classes at 4 load hours each. Dr. Smith's allocated load for the Fall semester is 15 load hours. They have three regularly scheduled 4-load hour classes, bringing their load to 12 hours. In order to reach their allocated load, Dr. Smith must take on additional 4 load hour class. Three of the four hours complete their allocated load. The remaining load hour becomes involuntary overload.

- Voluntary overload occurs when a faculty member accepts/requests additional classes or other assignments above their required load. By definition, a voluntary overload begins only after any involuntary overload has been accounted for.
- Overload rate determined by Human Resources.

Overload Contract Practices

1. For each load hour taught beyond the Faculty member's regular assignment per semester, the Faculty member may choose to be compensated at the overload rate or the overload may be applied throughout the contract year to meet the annual load. The Faculty member will record the load and overload information on the Instructional Faculty Workload Form located on the Intranet. The faculty member has responsibility for designating which classes fulfill regular load and which classes are designated as overload.
2. Faculty members desiring overload classes for their primary campus shall have first preference for the allowable number of unassigned sections in their subject area(s) for their primary campus.
3. Faculty members desiring overload classes must follow the same process and timeline as outlined under Faculty Workload. Faculty members are encouraged to contact the Department Head or designee as early as possible and work collaboratively to identify potential overload assignments. After the request deadline has passed, classes not assigned to full-time faculty may be assigned to adjunct faculty. After the deadline passes, full-time faculty may request a course listed as unstaffed, but the assignment is not guaranteed.
4. If a new section is added to the schedule, division leaders (faculty leader and immediate supervisor) should make a reasonable effort to allow full-time faculty in the discipline a first right of refusal before staffing it with adjunct faculty.

5. The maximum overload allowed per semester is 10.5 load hours. The maximum is defined as the Total Overload appearing on a faculty member's approved load sheet. The faculty member's supervising administrator may allow a faculty member to exceed this maximum for the benefit of the program and/or students.