



## ***Full-Time Faculty Teaching Overload Policy***

<b>Policy #:</b>	AA014.1
<b>Policy Type:</b>	University
<b>Responsible Executive:</b>	VP for Academic Affairs
<b>Responsible Office:</b>	Academic Affairs
<b>Originally Issued:</b>	May 6, 2020
<b>Latest Revision:</b>	May 6, 2020
<b>Effective Date:</b>	July 1, 2020

### **I. Policy Statement**

The Full-Time Faculty Teaching Overload Policy establishes guidelines and procedures for overload compensation for ULM full-time faculty teaching courses in excess of their full-time duties and responsibilities.

### **II. Purpose of Policy**

The University recognizes faculty overload compensation for teaching courses that is in addition to the full-time faculty member's assigned workload and responsibilities. The work for which such compensation is paid must not interfere or conflict with the faculty member's regular university duties. Teaching overloads can only be assigned to faculty members who do not have release time (e.g., a course-load reduction). Requests for teaching overload compensation must be submitted on the appropriate form with the appropriate approvals prior to the period in which the compensation is to begin.

### **III. Applicability**

This policy applies to all full-time faculty.

### **IV. Definitions**

**Academic Year** – 9-month period that begins approximately in mid-August and ends in mid-May of each fiscal year. There are two semesters during this period which are fall semester and spring semester.

**Annual Overload Pay** – Overload paid during the fiscal year beginning July 1 of a year and ending June 30 of the following year.

**Fiscal Year** – 12-month period that begins July 1 of a year and ends June 30 of the next year.

**Full-time Faculty** – A faculty member employed 100% at ULM and whose assigned primary duties are teaching, scholarly activities, and service and whose rank is instructor or above.

**Full-Time Assigned Teaching Workload** – The normal assigned teaching workloads for full-time faculty are

- Professors, associate professors, and assistant professors - 12 student contact hours each semester for a total 24 per academic year.
- Instructors - 15 student contact hours each semester for a total of 30 per academic year.

**Minimum Enrollment** – the number of students required for the course to be taught using the following guide:

- 1000 and 2000 level courses: 20 students
- 3000 and 4000 level courses: 10 students
- 5000 level and above: 5 students

In some cases (e.g. Private Music Instructions, e-Teach), minimum enrollment requirements do not apply.

**Overload** – When a full-time faculty member teaches courses in excess of his/her full-time assigned teaching workload.

**Release Time** – When a full-time faculty member is given a reduced teaching load to provide time for research or an important service or activity for the college such as

- serve as school director or program coordinator/director
- serve on college or university committee
- perform research work supported by an institutional grant
- participate in activities that are funded by special endowments or programs

## V. Policy Procedure

1. Full-time faculty members must obtain appropriate approvals prior to the overload appointment period.
2. Request for overload must be submitted using one of the following forms prior to the beginning of the overload assignment:
  - *Overload Request for 12-Month Employee to Teach Class*
  - *Overload Request for 9-Month Employee to Teach Class*
3. 12-month faculty may not use annual leave to teach courses for overload compensation from the University (from any source of funding) during the faculty member's normal work hours for their primary position(s).
4. Full-Time faculty who have a course load reduction due to approved release time may not request overload compensation to teach a course(s) offered by an academic college or ULM Online.
5. Once the teaching overload has been approved, the supervisor responsible for the teaching overload assignment must generate a payroll action form (PAF) and obtain appropriate approvals for payment to be processed. The PAF should be submitted to the Office of Academic Affairs for processing and in a timely manner according to the published payroll deadlines.
6. Overload teaching compensation for full-time faculty to teach a 3-semester hour course will be the same whether offered by an academic college or ULM Online and will be based on faculty rank according to the following pay schedule:
  - Instructor - \$1,800
  - Assistant Professor - \$2,000
  - Associate Professor - \$2,200
  - Professor - \$2,400

The compensation will be pro-rated for courses providing more or less than 3 credit hours or if minimum enrollment is not met. Academic Deans, with the approval of the Vice President for Academic Affairs, can approve exceptions to this policy.

7. No employee overload pay should exceed 30%. Under special circumstances, if annual overload pay will exceed 30% of the full-time faculty member's (9-month or 12-month) salary rate (total salary), the faculty member completes the *Faculty Request to Earn in Excess of 30% of Salary during Fiscal/Academic Year* form requesting approval to earn the excess overload pay. For 9-month faculty, salary earned in the summer is not included in the total annual overload pay earned.

The form is sent to the President through the school director, the dean, and the Vice President for Academic Affairs (VPAA). The memo should include a description of all duties performed that resulted in the 30% overage.

8. Once the President indicates approval or disapproval, the original form is returned to the VPAA. If approved, the VPAA sends the original form to the Budget Office with a copy to the faculty member and to those who signed off on the request. A copy is also filed in the faculty member's personnel file. If not approved, the original form is filed in the faculty member's personnel file with a copy sent to the faculty member and to those who signed off on the request.

#### **VI. Enforcement**

The Vice President for Academic Affairs is responsible for the enforcement of this policy. Academic Deans and School Directors are responsible for reviewing and approving teaching overload assignments for their college and school, respectively.

#### **VII. Policy Management**

The Vice President for Academic Affairs is the Responsible Executive accountable for the management of this policy.

#### **VIII. Exclusions**

N/A

#### **IX. Effective Date**

This policy is effective on July 1, 2020.

#### **X. Adoption**

This policy is hereby adopted on this 6<sup>th</sup> day of May 2020.

Recommended for Approval by:



Dr. Alberto Ruiz, Vice President for Academic Affairs

Approved by:



Dr. Nick J. Bruno, President

## **XI. Appendices, References and Related Materials**

Overload Request for 12-Month Employee to Teach Class

Overload Request for 9-Month Employee to Teach Class

Faculty Request to Earn in Excess of 30% of Salary during Fiscal/Academic Year

## **XII. Revision History**

Original Adoption Date: May 6, 2020 with an effective date of July 1, 2020.