

POLICY ON TEACHING OVERLOAD COMPENSATION

Responsible administrator: Dean

Last updated/reviewed: 8/12/2019

Purpose: Establish when and how individual faculty members will receive overload compensation for instruction.

Overload Compensation Policy: Since most faculty members at HSOP are appointed to twelve month contracts, situations that warrant overload payment are the exception. The department head recommendation should consider the availability of departmental funds to allow for overload compensation.

Guidelines:

- Untenured tenure-track faculty and part-time instructional faculty are prohibited from receiving overload compensation. Faculty with below “meets expectations” score in any of their assignments on their annual faculty reviews are not eligible for overloads.
- Overload is defined as assigned work that is substantially greater than 100% of designated effort as defined by HSOP’s Workload Policy.
- Cases in which overload compensation is granted represent situations in which the faculty member does not relinquish other previously assigned responsibilities.
- Individual directed studies, thesis and dissertation hours, non-credit, and study abroad courses are not eligible for overload compensation.
- Overload teaching assignments must be reported on the faculty member’s Workload Assignment Form for the year that the overload occurs.
- Compensation is based on designated effort.
- All overload courses (including distance education courses) must meet the Provost’s minimum class size guidelines.
- Faculty with administrative appointments are not eligible for overload compensation.

Each situation will be evaluated on an individual basis by the faculty member’s department head then forwarded to the Dean and Provost’s office for approval.