

# CNS Non-Tenure Track Faculty Overload

## Guidelines for Overload Requests

### What is overload?

Overload pertains to duties that exceed a 100% appointment. This might include instructional overload, or additional employment duties.

### What are examples of additional employment duties that require overload approval?

If a faculty member is assigned a full time appointment, additional employment within the university is considered overload and must be approved by the faculty member's department chair. This includes activities such as course development, facilitating workshops, consulting, and administrative assignments other than those appointed through the Dean's Office.

### How should overload due to additional employment duties be communicated to the CNS Dean's Office?

A request for compensation approval submitted through the CNS Dean's Office should be accompanied by a memo or email from the Chair or Associate Chair indicating that this was approved by the department prior to the start date of work.

### Are there rules pertaining to compensation amounts for overload of employment duties?

For full-time faculty, non-emergency overload requests should be within the normal faculty workload guideline of no more than 20% of the faculty member's time. The total supplements for all additional duties will not exceed 20% of the faculty member's 9-month academic rate. Additional employment duties can also be accommodated by teaching fewer courses thereby reducing the percent appointment on the instructional budget.

### What is instructional overload?

The vast majority of courses in the College of Natural Sciences are each considered to be 1/3 of a full workload in a long semester. In other words, teaching three courses in a long semester is considered a full-time teaching load. If an instructor teaches a fourth course in a long semester, it exceeds their full-time appointment. This is considered instructional overload and is only approved under exceptional circumstances.

### When is approval of instructional overload needed?

Course offerings and affiliated instruction are normally planned several months in advance of the semester in which they are offered. However, circumstances can lead to unexpected gaps in instructional coverage (such as unexpected enrollment growth or an unexpected departure of an instructor).

### Who requests approval for instructional overload?

The Associate Chairs for Undergraduate Education in each department are responsible for requesting approval for instructional overload. Requests should be conveyed to the Assistant Dean for Strategy & Planning in the instructional budget planning process (see template request below). The Assistant Dean for Strategy & Planning will review the request and, if acceptable, seek official approval from the Associate Dean for Faculty Affairs.

### When should instructional overload be requested?

Request for instructional overload should be part of the on-going instructional budget planning process. Typically, overload requests will be made in the late spring or summer, after all other instructional assignments for the upcoming academic year have been planned, and there is still demonstrated unfilled instructional need.

### Why might a request for instructional overload be denied?

Requests for instructional overload based on individual desire for increased salary and/or summer salary will not be approved. It must be demonstrated that this instructional need cannot be met by another arrangement. In other words, preference should be given to other instructors within the department who are not already appointed full-time and capable of teaching the class.

### What is required for approval of instructional overload?

Criteria for a successful overload request:

- Department instruction assignments have been made, and there is still demonstrated unfilled instructional need. There are no other available instructors with capacity and capability to teach the course.
- The overload instructor is not new to the department or university.
- The overload course is not new to the instructor.
- The overload course is not new to the department.
- The overload instructor will not be teaching four different courses; at least two courses of the four taught must share the same curriculum.
- The overload course is no more than 1/3 of a full workload.
- Instructional overload cannot exceed four courses per semester.
- The compensation affiliated with the course overload must be paid in the semester of instruction; instructional overload cannot be used for summer salary or moved to a different semester to circumvent any of the aforementioned criteria.

### If instructional overload is approved, is it safe to assume the same instructor will be allowed to teach four courses in subsequent years?

No. This is not a long-term solution, rather a stopgap measure for unexpected instructional needs. Approval is awarded on a one-year basis and alternate arrangements should be made the next year as part of the instructional budget planning process.

### What information should be included in instructional overload requests?

Please email the Assistant Dean of Strategy & Planning with the following information when requesting approval of instructional overload:

Name of Instructor: \_\_\_\_\_

Proposed overloaded semester: \_\_\_\_\_

Proposed full-time course load: \_\_\_\_\_

Proposed overload course: \_\_\_\_\_

Justification for overload: \_\_\_\_\_

\_\_\_\_\_

*Check all boxes that apply*

- No other instructors are available to teach this course.
- The proposed instructor is capable of teaching this course.
- The overload course is not new to the instructor.
- The proposed instructor already is teaching this course in the proposed semester.
- The proposed instructor is not a new instructor in the department.
- The overload course is not new to the department.

How will you plan to cover instruction of this course in the future? \_\_\_\_\_

\_\_\_\_\_