

Faculty Overload Policy

I Policy Statement

A faculty member's having a teaching overload can compromise the quality of his or her teaching and compete with his or her other faculty responsibilities. Faculty overloads must be avoided except in unanticipated extenuating circumstances and as a last resort.

II Guidelines

- A. An overload is defined as the addition of a course that would result in more contact hours than are required in the faculty member's 9-month contract period. On occasion, a faculty member with a 12-hour load in each term might teach 15 hours in one term and 9 in the other term; this situation would not constitute an overload.
- B. Extenuating circumstances may include such situations as an untimely resignation, illness, or death of a faculty member; an error of the part of the University resulting in an exigent student situation that affects the ability to graduate on time; and the initiation of a new major or minor that necessitates offering courses not yet fully staffed.
- C. Before assigning an overload, department chairs and deans must exhaust other options, such as:
 1. Recruiting an adjunct faculty member
 2. Reassigning courses, or
 3. Cancelling low enrollment or less essential courses.
- D. An overload shall be assigned only to a faculty member who has agreed to teach additional hours.
- E. An individual faculty member may not assign him- or herself an overload.
- F. No faculty member may be assigned more than a one-course overload in a single semester.
- G. No faculty member may be assigned an overload in more than two consecutive regular semesters, fall-spring or spring-fall.
- H. A faculty member receiving course releases for other duties shall not be eligible for an overload assignment.

III Procedures for Exceptions

Should an overload assignment of more than 1 credit/contact hour be necessary, the dean shall submit an Overload Request Form to the Provost/Vice President for Academic Affairs no later than two weeks prior to the start of classes, if possible.

Policy Responsibilities

A. Policy Owner

As part of the initial approval of this policy by the Lander University Board of Trustees, the Provost/Vice President for Academic Affairs is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews of and revisions to this policy must be made in accordance with approved operating policy procedures and processes. This policy shall be reviewed every three years or more frequently, as needed.

B. Responsibility for policy Implementation

The President has assigned the responsibility for implementing this policy to the Provost/Vice President for Academic Affairs.

IV History

- Reviewed by Faculty Senate on 8/22/2017.
- Reviewed by Deans' Council on 8/23/2017.

C. Lander University

Overload Request Form

Date: _____

College: _____

Department: _____

Faculty Member: _____

Course: _____

Semester and Year _____

Signature of Dean: _____

Rationale for this request:

___ Assignment in the next regular semester will be adjusted to ensure that the faculty member does not have an overload two semesters in a row/in the contract period. Explain.

Describe the adjustments that will be necessary if this course is not offered.

Is it possible to cover this course with an adjunct faculty member? If not, please explain.

Is it possible to reassign courses or cancel low enrollment/less essential courses to avoid an overload? Explain.

Total number of credit/contact hours for the faculty member for the semester: _____

Has the faculty member taught an overload in the past year? If so, give specifics.

Describe any course releases approved for this faculty member for other duties during the semester that the overload is requested.

Approved **Not Approved** **Date:** _____

VPAA Signature: _____