

1. PURPOSE AND INSTITUTIONAL NEED

In exceptional circumstances, to meet the course staffing needs of the University, faculty may exceed expected teaching loads, as defined in Academic Policy Statement 790601, such as teaching an additional class or by assignment of a combination of classes from different levels.

2. ADMINISTRATIVE GUIDELINES

- 2.01 Overloads for tenure-track faculty are strongly discouraged and require approval of the Provost and Sr. Vice President for Academic Affairs. Overloads for tenured faculty shall be rare, particularly for faculty receiving 0.25 full-time equivalent (FTE) of released time for research. Overloads shall not exceed 0.50 FTE per tenured or tenure-track faculty member per academic year. A faculty member may not have an overload during a semester they are granted released or reassigned time (i.e., beyond the standard 0.25 FTE of released time for faculty on a research-intensive track).
- 2.02 Compensation for tenured or tenure-track faculty overloads may be either financial or an award of equivalent released time at the faculty member's discretion in consultation with the department chair/school director.
- 2.03 For non-tenure-track faculty, course load assignments beyond 1.0 FTE shall be made by mutual agreement among the faculty member, department chair/school director, and the dean. Course loads beyond 1.5 FTE per semester require the approval of the Provost and Sr. Vice President for Academic Affairs.
- 2.04 Financial compensation for faculty will be made at a per credit hour rate not less than the University rate to be paid during the semester of the overload. Colleges may consider education level, pertinent experience, and professional credentials, among other factors, in determining the per credit hour compensation rate. In rare cases, compensation may be based on contact hours instead of credit hours, with approval of the Provost and Sr. Vice President for Academic Affairs.
- 2.05 University staff who opt to teach outside of their normal job duties shall not exceed a course load assignment of 0.25 FTE per semester. Financial compensation will consist of a per credit hour rate not less than the University rate for exempt staff or an overtime rate for non-exempt staff and will be paid during the semester of the overload.

- 2.06 In the rare event when circumstances necessitate an overload for faculty with external research support, in addition to approval of the dean and the Provost and Sr. Vice President for Academic Affairs, any overload must receive written sponsor approval and adhere to all applicable laws, regulations, and policies (federal, state, local, and sponsor).
- 2.07 For tenured and tenure-track faculty, credit hours not compensated with overload payment, and earned under the criteria described above, may be accrued for application to a faculty member's future workload. Once a faculty member accumulates overload hours equivalent to a 0.25 FTE reduction, the released time must be both offered by the department chair/school director and taken by the faculty member within a three-year period and cannot be carried forward beyond that time. Based on departmental need, to ensure adequate faculty resources to cover required instruction, the department chair or school director will decide when the course load reduction will be granted as part of the formal workload assignment. Such teaching load compensations may only be granted in long semesters. No more than 0.25 FTE of instructional load accrual credit may be awarded to any faculty member during a single long semester. Non tenure-track faculty may not accrue credit for overloads.
- 2.08 Released time accrues at the forbearance of the University and is not reimbursable by the University should an instructor terminate or have their employment with the University terminated prior to the utilization of said released time.
- 2.09 A faculty member will be consulted prior to being assigned an overload, and both the institutional needs and the faculty member's preference will be considered in making the instructional overload assignment.

APPROVED: _____ < signed >
Alisa White, Ph.D., President

DATED: _____ 8/6/21

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: July 1, 1981
Reviewer: Academic Affairs Council

Review Cycle: Five years*
Review Date: Fall 2026

Approved: _____ < signed > _____
Michael T. Stephenson, Ph.D.
Provost and Sr. Vice President
for Academic Affairs

Date: _____ 8/10/21 _____

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.

Process Document to Accompany APS 810701: Instructional Overload Assignment

Reviewed 12/17/21

The University rate as referenced in APS 810701 shall be \$1000 per credit hour.

- Departments/schools may request an exception (increase) to this rate.
- Departments/schools may request compensation based on contact hours instead of credit hours.
 - Exceptions shall be requested by submission of a memo to the Provost, from the department chair/school director, through the academic dean.
 - Memos must be submitted and approved prior to the start of the semester for which the exception is requested.
 - Memos shall provide justification for the exception, such as the faculty member's education level, pertinent experience, or professional credentials, among other factors.
 - Memos requesting a blanket exception for a specified course or program are permissible.