Overload Pay Guidelines*

These guidelines have been developed to assist Department Heads in the planning of the fall 2013 semester schedule and subsequent ones. These guidelines do not conflict with the University Workload policy. The University Workload policy should be adhered to at all times.

1) Overload pay is in principle not compatible with reassigned time. No faculty who receive reassigned time should also receive overload pay in the same semester. Likewise, no faculty receiving overload pay should receive reassigned time in the same semester.

2) Overload assignments must be used only in emergency situations. Department Heads should not plan overload assignments. In the event of an emergency (for example, a medical situation requiring a faculty member to be replaced mid-semester), other faculty who are qualified to teach the course(s) may be asked to take on an overload.

3) In the case of overload assignments, they must be limited to one overload course, per faculty member, per year. All courses taught, regardless of whether they are online, flex-entry, distance education, or taught at different campuses fall under these guidelines.

4) Exceptional circumstances may require deviations from the above guidelines. Exceptions may be approved in writing by the Provost or his/her delegate.

*Approved unanimously by Deans Council at the June 11, 2013 Deans Council meeting.