

ATTACHMENT E: GUIDELINES FOR TEACHING OVERLOAD AND SUPPLEMENTAL COMPENSATION OF FACULTY

1. Unless stated otherwise, all guidelines stated below apply to 12-month faculty throughout the calendar year, and to 9-month faculty during the period August 16 through May 15.
2. Under no circumstances will faculty receive both supplemental compensation (overload) and Distribution of Effort credit for the same teaching activity.
3. By regulation, overloads for any purpose require approval by the Dean. Instruction-related overloads will be reviewed and approved by the Department Chair or Multi-disciplinary Program Director, the Associate Dean for Instruction (ADI), and the Dean.
4. Faculty will normally not be approved for teaching overload in a degree program which their department directs, or shares direction in the case of multi-department programs. Exceptions may be made, by mutual agreement of the chair and faculty member, and approval by the ADI, for essential courses when no alternative instructors are available. Under some uncommon circumstances, Distance Learning (DL) courses may also be exempted (see below).
5. Faculty will normally be approved to teach overload outside of their department's own programs and be eligible for supplemental compensation, with completion of an internal overload form, approval of their chair and the ADI, assuming the overload assignment is deemed not to conflict or compete with in-load assignments.
6. Faculty teaching Distance Learning courses normally teach in-load (no supplemental compensation, with DOE credit). DL courses may be approved as overload (supplemental compensation allowed, no DOE credit) only when justified on the basis of benefits to students (e.g., access, facilitates retention and graduation) or the inability of the program to deliver a required or essential course by any other means. Such overload assignments must be reviewed and approved by the Chair, the ADI, and the Dean.
7. Compensation for faculty teaching DL courses in approved overload will be no greater than the net incentive funds generated by the course. Supplemental compensation will not exceed that fraction of base salary normally associated with DOE that would be attributed to the teaching activity. (Example: a 3 credit course with 20 undergraduates would be 12.5% of annual DOE for a 9-month faculty. The faculty member could receive no more than an amount equal to 12.5 percent of their base salary as supplemental compensation.)
 - a. Any additional incentive funds received for DL courses will be allocated 80% to the generating department and 20% to the CAFE Office of Academic Programs for reinvestment in instructional programs.
 - b. Teaching during summer sessions by 9-month faculty is subject to agreement by the chair and faculty member. The guidelines above are not intended to alter practices on compensation of faculty for summer or winter intersession teaching.