

College Policy

POLICY NAME: Policy on Teaching Overload Compensation

POLICY NUMBER:

Authority Title and Review Information:	Name and Date
Approval Authority:	Dean, College of Education
Responsible Executive:	Dean Jerlando FL Jackson, PhD
Responsible Office:	Dean's Office
Responsible Officer:	Lisa A. Reeves, PhD, Chief of Staff
Policy Category:	Compensation
Effective Date:	8/1/25
Last Review Date:	8/1/25
Next Review Date:	8/1/30

I. POLICY STATEMENT

This policy establishes a clear and consistent compensation structure for CED faculty teaching overload (OL) courses and non-CED employees teaching CED curriculum courses as OL assignments. If not the standard credit load, compensation will be prorated based on the total number of credits.

II. SCOPE

To ensure fair and transparent pay based on course level, enrollment, and instructional effort for a standard three-credit or four-credit course.

III. DEFINITIONS

Course Buyout requires full funding to cover the cost of the instructor and their benefits.

Course Release incurs replacement costs for another instructor to teach the course.

IV. POLICY

Eligibility Criteria

Faculty members (TS, FT, or AS) who teach a course beyond their standard teaching load are eligible for overload compensation, with the amount determined by the course level. Required courses for degree programs should be assigned as normal load to not jeopardize the students' abilities to complete their program.

To qualify for an OL assignment, faculty must first fulfill their teaching load requirement with the minimum enrollment. If a faculty member has received a course release that is not a course buyout, an OL payment for teaching an additional course may not be eligible. For employees outside of CED, OL compensation must comply with college policy or union contract rules.

Compensation Structure

OL pay is determined based on course level and student enrollment as follows:

Course Level	Minimum Enrollment	Compensation
Undergraduate (UG)	15 Students	\$5,000
Master's (Graduate)	10 Students	\$5,500
Doctoral (PhD)	5 Students	\$6,000
Teaching Equivalent (Field Instruction)	Per Intern	\$200

Special Considerations

Course Enrollment Verification – Enrollment is determined at the time of form submission.

- Accreditation & Program Requirements – If a course is required for accreditation or program completion but does not meet the minimum enrollment threshold, it may be reviewed on a case-by-case basis to determine appropriate compensation. Courses that do not meet the minimum enrollment threshold which do not meet this consideration should be cancelled.

Exception Requests

- Chairpersons may request a compensation review if a course is essential for program completion but falls below the enrollment threshold, or if there are additional workload considerations beyond enrollment numbers.
- Requests for special consideration must be submitted in writing to the Dean's Office no later than the end of the first week of class.

Other Non-Teaching Assignments

- Other non-teaching assignments will be pre-approved by the Dean on a case-by-case basis.

Funding and Budget Considerations

- OL forms must be completed and approved by the Dean before work begins.
- Forms submitted after work is completed may not be approved, and payment is not guaranteed.
- OL compensation will be funded through the department budget.
- Department Chair and Dean approval is required before finalizing compensation to ensure financial sustainability.
- Faculty, executive managers, and academic administrators may request approval for up to an average of four (4) days of effort per month during duty periods to engage in overload and outside work for pay combined.

V. POLICY PROCEDURES

The college is implementing this policy to ensure compliance with university policies and requests can be fully funded by the college unit. Pre-authorization of overload is required. This business process requires approvals, at both the unit and college level. The form has been automated for workflow and electronic signatures. Estimates for Dean's office approvals is 10-14 days from the date received from the unit leader.

VI. VIOLATIONS

Violations of this policy may also violate the university policy on overload payments. Not adhering to the terms of this policy will be considered a violation. The first violation will be written notice of violation to all parties involved. The second violation of this policy will be a formal written notice included in the annual review process, and the suspension of ability to request overload for the period of 1 academic year.

VII. RELATED INFORMATION AND ATTACHMENTS

See the college's policy website for related policies related to compensation.

VIII. HISTORY

Action	Description
<i>Created 7/31</i>	Initial Draft