

To: Academic Deans  
From: Nathan Ritchey, Interim Associate Provost for Academic Administration  
Date: September 25, 2006  
Re: Overload Guidelines

Each year, a **Certification of Faculty Overload** form must be completed for each faculty member **who has been assigned overload**. There appears to be some confusion with regard to circumstances that lead to faculty overload. Here are some guidelines.

1. Judicious use of overload can be used to efficiently and effectively carry out the mission of a department. *For example, a faculty member with 22 hours of normal workload could, with his/her approval, be assigned a three credit hour class. The faculty member would then be eligible to receive one hour of overload pay.*
2. In general, faculty on reassigned time are not eligible for overload assignments. Of course, exceptions to this policy will occur. However, for a faculty member on reassigned time during the year, any overload that exceeds one hour will require justification from the chair and approval by the dean and Provost. The approval process should be completed by the beginning of the semester in which the overload will be invoked. *Note: A person on an FIL should never also have 6 hours of overload. On the other hand, a program coordinator may be needed to teach a course that would result in an overload situation.*

Please note that overload payments are part of the instructional budget and may ultimately affect your part-time budget allocation.

Please distribute to chairs and faculty.