December 15, 2018

TO: Deans and Directors

FROM: Steven Moser, Provost – Senior Vice President for Academic Affairs

RE: Use of Overloads

While exceptions may be approved for extraordinary reasons, generally the following guidelines are followed in approving overloads using E&G budgets:

1. IHL teaching load is 4 courses per term or the equivalent instruction in the creative arts, et al.

2. Tenure stream faculty are given an automatic reduction to 3 courses per term or the equivalent instruction in the creative arts, et al., if the faculty member is research active.

3. Overloads are granted to tenure stream faculty who are teaching greater than 3 courses per term or the equivalent instruction in the creative arts, et al.

4. Faculty reassigned from the standard teaching load for research beyond the 1-course equivalent do not qualify for teaching or administrative overloads in addition to that research reassignment. A standard teaching load must be met before E&G funding can be used to support overloads. A research reassignment is not an entitlement based on discipline or rank. A work product must be produced to justify the reassignment. In the case of research reassignment, the reassignment is only valid if the time is protected for that research to be conducted.

5. Faculty holding administrative appointments or those under a 12-month contract do not qualify for overload pay unless personal time is taken during course delivery (if during business hours). Typically, the dean and provost should pre-approve administrator overloads in advance.

Overloads are discouraged and should be used only after all other options have been exhausted.