

Minot State University Policy Overload Policy for Faculty 2017-2018

The first obligation of full-time members of the Minot State University faculty is to complete responsibilities associated with their base contracts at the University. Those responsibilities include but are not limited to teaching, research, and service. These responsibilities are clearly articulated in the Faculty Senate Bylaws Article IV, section 1.C. in the Faculty Handbook. Additionally, faculty are expected to be accessible to students, participate in continuing professional development activities, attend University meetings, and serve on committees. Chairs determine the work assignment of individuals. The assignment is adjusted to the individual based on the needs and mission of the academic unit and the individual's strengths. Enrollment in courses and programs of study must be sufficient to justify an overload request. In emergency situations, such as a late faculty resignation or illness, the Chair may also request the Vice President for Academic Affairs authorize an overload for additional course assignments.

Overloads for Teaching during Fall and Spring Semesters

Overloads should not be expected as part of a faculty member's normal assignment. In order to be considered for an overload, faculty members must satisfactorily perform all duties and responsibilities as part of their base contract. Faculty members are permitted a one-course overload per academic year; typically not to exceed 4 credit hours or the equivalent for the course. However, this can be increased to one course per semester if enrollments in particular programs warrant the additional overload. *Further, the class with the lowest enrollment in the faculty member's load will be the one paid as an overload.* When an overload teaching assignment for full-time faculty is approved, the department/division Chair and the Vice President for Academic Affairs are able to authorize extra compensation through a separate contract.

Overloads for Teaching during Summer Session

Faculty may teach 9 credits during a summer session in any combination (Maymester, 8-week summer session, dynamically dated, or other session), with only one class allowed during the Maymester. Permission to teach more than 9 credits is not granted during the summer except under extraordinary circumstances such as the late resignation of a faculty member. Such permission requires approval of the Chair and the Vice President for Academic Affairs.

Overload Compensation Policy for Faculty

Fall and Spring Semesters

Overload contracts should not be expected as part of normal compensation for faculty. The following policy provisions govern overload compensation for teaching:

1. Faculty members are not eligible to receive overload compensation if they are within 1 credit hour of their regular load; i.e., between 12 and 13 credits or the equivalent as calculated based on a percentage of FTE. Likewise faculty members will not be penalized if their load for the semester falls between 11 and 12 credit hours or its equivalent. Similarly full-time special contract appointments are not eligible for overload pay if their load falls between 15 and 16 hours nor are they penalized if their load is between 14 and 15 hours.
2. During the academic year, fall and spring semesters, faculty members are permitted a one course overload not to exceed 4 credit hours per year. However, this can be increased to one course per semester if enrollments in particular programs warrant the additional overload. Overload contracts will not be issued for classes that have not achieved the minimum enrollment numbers (5 of 10 for 100- and 200-level courses; 4 of 8 for 300- and 400-level courses; 3 of 5 for graduate level courses). Overload contracts for courses that have not achieved minimum class size will be pro-rated according to the schedule below.
3. Overload compensation for teaching will be based on the number of credit hours, degree level of the faculty member, level of course (undergraduate or graduate), and corresponding compensation rate on the Adjunct, Overload, and Independent Study Salary Schedule.

PRO-RATED SALARY SCHEDULE					
For 100- and 200-level courses		For 300- and 400-level courses		For graduate level courses	
5 students	50% contract	4 students	50% contract	3 students	50% contract
6 students	60% contract	5 students	62.5% contract	4 students	80% contract
7 students	70% contract	6 students	75% contract	5 students	100% contract
8 students	80% contract	7 students	87.5% contract		
9 students	90% contract	8 students	100% contract		
10 students	100% contract				

Summer Sessions

Only under extraordinary circumstances, such as the late resignation of a faculty member, will faculty be allowed to teach more than 9 credits during summer. Summer contracts will not be issued for classes that have not achieved the minimum enrollment numbers (5 of 10 for 100- and 200-level courses; 4 of 8 for 300- and 400-level courses; 3 of 5 for graduate level courses). Contracts for courses that have not achieved minimum enrollment numbers will be pro-rated as indicated above.

Like fall and spring semesters, compensation for teaching during summer sessions will be based on the number of credit hours, degree level of the faculty member teaching the class, level of course (undergraduate or graduate), and corresponding compensation rate on the Adjunct, Overload, and Independent Study Salary Schedule.

Independent Studies

Faculty may teach two independent studies (total) during the academic year. They may teach an additional two independent studies in the summer. Faculty may teach more independent study classes only under extraordinary circumstances and with the permission of the Chair and the Vice President for Academic Affairs. Classes offered as independent studies are compensated at the adjunct/overload pay rate based on the number of students enrolled and do not count toward a faculty member's regular teaching load.

Overload Policy for Sponsored Programs

Fall and Spring Semesters

Faculty participating in a sponsored program (grant or contract) during their nine-month academic year contract may be reassigned to work on the grant or contract. Typically the grant or contract funds will contribute a percentage of the faculty's base salary to buy them out from assigned teaching duties. (Please see the Faculty Reassigned Time Policy for more information).

Salary savings may be used by the department/division to hire a qualified replacement(s) to cover a portion of the faculty member's teaching assignment. Faculty who have been released from teaching may not take on courses or additional administrative assignments as overload to ensure that s/he has the time needed to devote to the scholarly activities supported by the grant or contract. Only in circumstances as agreed upon by the VPAA will faculty effort be allowed to exceed 100% time.

When a qualified replacement cannot be located, the principal investigator of the sponsored program may seek permission from the funding agency for the faculty member to participate in the grant or contract for overload pay from the sponsored programs' funds. In those cases, approval must be provided by the agency's fiscal officer in writing, and the overload must be approved by the Vice President for Academic Affairs.

Summer Sessions

Faculty with a nine-month contract may be employed for up to three month's salary (unless otherwise limited by available grant or contract funding) on a sponsored program. The cumulative salary from all funding sources, including non-sponsored program compensation such as teaching or administrative responsibilities, may not exceed the equivalent of three month's salary. Faculty receiving compensation from a federal grant or contract cannot be considered for summer overload assignment.