



**SUBJECT:** Academic Affairs

**POLICY:** Faculty Voluntary Overload

**RELATED PROCEDURE:**

**EFFECTIVE:**

**REVISED:** December 2008

**REVIEWED:**

### **Introduction and Purpose**

This policy addresses compensation for faculty overload when a faculty member assumes a teaching assignment exceeding the contractual workload limits. When a faculty member is required to teach at overload, the provisions of Section 10.3 of the Collective Bargaining Agreement between Montana Board of Regents of Higher Education and Vocational-Technical Educators of Montana apply.

### **Policy**

1. For contract faculty, 15 to 16 credits per semester or 30 to 32 credits per academic year constitutes a full load and no overload pay is warranted.
2. Contract faculty who teach 17 or more credits in a semester are entitled to overload compensation at the adjunct credit rate of pay.
3. Faculty should not teach overload courses unless they are providing a reasonable amount of non-instructional service to the institution. This includes serving on committees, advising students, attending required meetings, and other professional activities. This requirement will be evaluated each semester by the Division Director or Department Chair and the recommendation will be included on the workload planning form. The Associate Dean/CAO approves all faculty workloads.
4. All academic credits apply to this policy regardless of whether they are delivered face-to-face, via the Internet, or hybrid formats. Non-credit-bearing classes taught for the Department of Extended Learning are treated separately and do not apply to this policy or to faculty workload.
5. No faculty member may assume a workload of over 19 credits during any semester unless extenuating circumstances justifying the overload are specifically approved by the Associate Dean/CAO.
6. A Department Chair who teaches 13 or less credits in a semester is not entitled to any overload compensation. If a Department Chair teaches 14 to 16 credits in a semester, any credits above 12 credits are voluntary overload. No Department Chair may assume a load of more than 16 credits per semester unless extenuating circumstances justifying the overload are specifically approved by the Associate Dean/CAO. The stipend for the Department Chair remains in place, regardless of the release time take or the overload assumed by the Department Chair.