Overload and Summer Teaching Policy

Overload Teaching

During the academic year, faculty are fully engaged in a variety of activities that comprise a full workload: instruction and advising; scholarly and creative activities; service to school, college, university, community, and profession. Although activities comprising individual faculty workloads may vary, the combination of assigned activities requires 100% effort.

Overload teaching constitutes work done in addition to full-time faculty responsibilities. Teaching more than one overload course per semester would likely detract from a faculty member’s ability to fulfill his/her full-time responsibilities. Therefore, faculty overload teaching is limited to no more than one course per semester for a total not to exceed two courses in an academic year. For 11-month faculty, the limit would be one course per semester. Individuals who are in 12-month administrative positions are also limited to one overload per semester. A total of two (2) learning communities in the fall semester would be equal to one course.

Any exceptions to the overload teaching policy must receive the approval of both the school director/department chair and the dean.

Summer Teaching

Faculty who have no other contractual responsibilities with the University during the summer may, upon approval from their director/chair, teach up to and including 12 semester hours (Athens campus and/or regional campuses) during the summer sessions. The maximum semester hours for which a faculty member can be paid during the summer through the College of Health Sciences and Professions’ summer budget is 9 hours. In order to have time to fulfill the responsibilities associated with teaching, including being available to students outside the assigned class time, teaching should not exceed 6 credit hours or 2 courses during either of the two summer terms. If a faculty member should be approved to teach a course during the university’s week off between the end of spring semester and beginning of summer, the credit hours apply to the 9 hours maximum allowed by the college, but not any one specific 5-week term. Faculty may teach up to 12 credit hours provided that 3 of the total credit hours are compensated through means other than the CHSP summer budget (i.e., regional campus instruction, online instruction, instruction paid with RD monies) and as long as no more than 6 credit hours of instruction occurs in any specific five-week term. No faculty member may exceed 12 semester hours of total summer instruction.
Overload and Summer Course Offerings, Enrollments, and Compensation

CHSP’s philosophy on overload and summer teaching is based on the following:

1) **Student Centric.** When contemplating summer or overload course offerings, the unit should consider whether the lack of a course offering would put students at a disadvantage for various reasons.

2) **Fiscally Responsible.** The offerings should be consistent with the overall strategic and operational goals of the college and academic unit. The summer/overload enrollments should not take seats away from the same course enrollments in other semesters. With the assistance from the ADAA, each academic unit in the college will maintain data on enrollments for all summer/overload courses, compared with the fall and/or spring enrollments of those summer courses. For each summer/overload course proposed, the unit must show that enrollments are not taking seats away from regular offerings in fall and/or spring. In addition, each unit should consider the rank of the instructors for summer/overload offerings. For example, a strong rationale would be needed for a full professor to teach a course compared to a lecturer.

Faculty compensation is based on minimum part-time and overload teaching rates currently in effect, which take into account the number of course credits and the academic rank of the appointed faculty member. Academic rank for summer/overload assignments is determined by the faculty member’s academic rank in effect for the preceding fall or spring semester. For new faculty, academic rank or title is designated in a letter of appointment provided by the academic department chair.

While CHSP is dedicated to student preparation and success, the college recognizes the need to also be fiscally responsible. Thus, CHSP regularly calculates break-even enrollment. Break-even enrollment represents the minimum number of students needed for a course to financially breakeven based on faculty rank, number of credits, and tuition. The following are the guidelines for the use of the breakeven minimum enrollments:

- **Importantly, it is the responsibility of the academic unit and faculty members to promote the summer/overload course offerings to students in order to increase enrollment to or above the break-even minimum.**
- On the last day of the term to add a class, if the enrollment is at or above the breakeven minimum, the course will be offered at full compensation.
- After the last day of the term to add a class, if the enrollment is below the breakeven minimum, the compensation will be prorated according to the enrollment (formula below). The unit chair/director has the option of paying the difference between the proration and full compensation by using unit professional enhancement funds.

Calculation for proration: The pay amount per credit hour is determined by dividing the course enrollment by the breakeven number. The quotient is then multiplied by the minimum teaching rate based on group/rank.

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