**Regional Higher Education**

Overload Teaching Policy and FAQ

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*Effective Fall 2018*

**Policy**

In accordance with the Ohio University Faculty Handbook, *Section II, N* (August 2017 handbook, pages 47-49), the following outlines the RHE overload policy for faculty and administrative staff. This document specifically references scheduling limits for overload courses. Please refer to the Regional Campus Course and Faculty Payment Policies and Procedures document for overload payment information.

*Faculty Overload*

During fall and spring terms, Group I, II, and IV faculty, 1.0 FTE, may be scheduled for one overload course, up to 4.0 credit hours, or a combination of courses not to exceed 4.0 credit hours each term, regardless of campus. Campus or system-wide needs may require an offset of scheduling faculty overloads. As such, Group I, II, and IV faculty may be scheduled for a maximum of 8.0 credit hours of overload between fall and spring terms, regardless of campus. Summer teaching will continue to follow the RHE Summer Workload Policy.

*Administrative Overload*

During fall, spring, and summer terms, administrative and classified staff may be scheduled for one overload course, up to 4.0 credit hours, or a combination of courses not to exceed 4.0 credit hours each term.

**Overload Examples and FAQ**

**How does this affect practicums/internships that are variable credit hours?**

*Variable credit hour practicum and internship courses are exempt from the overload calculation.*

**Is this credit hours or contact hours?** For example, how do we count one class of CHEM each semester that is 4 credits but 6 contact hours?

*Overload course eligibility is calculated by credit hours, not contact hours. This example is a 4-credit course. See the Regional Campus Course and Faculty Payment Policies and Procedures document for information about course payment when credit hours and contact hours differ.*

**What if the class is incremental in size – does it still count as the full credit amount?** For example, Professor X teaches Course ABC 2222 for 3 credits and normally requires 8 students for full pay. She agrees to teach it with 4 students who need it to graduate. Incremental rates apply, giving Professor X a portion of what she would have made with 8+ students. Do we count this as a 3-credit course or adjust lower on some basis?

*Yes, this example is a 3-credit hour course. Overload is based on course/credit hours, not compensation.*

**What about online, on-load with 65 students. Are we to convert the amount of overload to an equivalent number of credits (based on per credit rates)?** For example, Professor X teaches an online class for 3 credits on load, and it enrolls 65 students and uses a facilitator. For the purposes of overload policy, is this 3 credits or more?

*The overload is calculated at 3 credit hours. Payment follows RHE compensation policy and chart. The overload policy applies to standalone, overload course sections. In cases where a facilitator is required, faculty will be paid an additional stipend for facilitator supervision, per the RHE Facilitator Policy.*

**What about a class that falls under the 50% rule? Do we count 50% of the credits?** For example, Professor X offers an internship course (ABC 4910) for 3 credits. It has been determined that due to contact hours and enrollment, this course falls under the 50% rule so the faculty member gets paid 50% of full. For the purposes of overload does it then count as 1.5 credits?

*Yes, internship courses that qualify for the 50% rule for payment count at 50% of the credit hours for overload policy purposes.*

**What about print-based courses?**

*Print-based courses do not count toward overload calculations.*

**What about graduate courses?**

*Graduate courses do not count toward overload calculations.*

**What about non-credit workshops and other non-credit instruction?**

*Non-credit work does not count toward overload calculation.*

**What about faculty who serve as a course facilitator? Does the course facilitation count in the overload calculation?**

*Course facilitation does not count toward overload calculation.*