

## Cleveland State University

### Procedures for Full-time Faculty Instructional Overload

Effective Fall 2023

Instructional overload for full-time faculty, including lecturers and tenured/tenure track faculty, will be considered only for extenuating circumstances, for example a last minute staffing shortage caused by major illness of a faculty. **Overload should not be part of a department's regular plan to cover courses.**

When it is necessary for a full-time faculty to teach extra course(s) as overload, the following procedures should be followed:

- To the extent possible, an instructional overload for a full-time faculty should be offset by an equivalent reduction in the faculty member's teaching load for a subsequent semester, rather than by additional compensation.
- If it is not practical to offset the overload by a later teaching load reduction, an overload request using the attached form must be submitted by the relevant chair/director, through the dean's office, to the Provost's Office for approval.
- In general additional compensation for instructional overload should be calculated using the department's current rate for part-time faculty. Exceptions must be approved by the Provost's Office.
- Faculty members who use a grant to buy out part of their teaching load must pay the full rate, i.e. 1/24 of the faculty's 9-month salary for each credit hour of teaching load reduction, in order to be considered for an instructional overload.
- Tenured/tenure track faculty members who receive reduced teaching load for scholarly and/or service activities must provide an explanation of how they will be able to carry out the instructional overload without adversely affecting their performance in scholarly and/or service activities.
- Ordinarily tenured/tenure track faculty should not teach more than one overload course each semester.
- In general, Deans, associate deans, assistant deans, and department chairs are not eligible for overload teaching for compensation.

## Full-time Faculty Instructional Overload Request Form

Department:		Semester:	
Department Chair:		Instructor's Name:	

**Instructor Details:**

College Lecturer    Tenure/Tenure Track   Rank/Title: \_\_\_\_\_

Currently on a reduced course load?    Yes    No

If the answer to the question above is yes, please check all boxes that apply below:

Reduced course load due to    scholarly activities    service activities    other activities

Assigned Teaching Load (e.g. 15/16) for Current Academic Year: \_\_\_\_\_

Assigned Courses for Current Academic Year (including overload courses already approved):

Semester	Course (e.g. MKT101)	Days/Times	Credit Hours	Overload? Check if yes
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**Course(s) for which overload is being requested:**

Semester	Course	Days/Times	Credit Hours	Per Credit Hour Rate

Current approved PT faculty rate for comparable courses: \_\_\_\_\_

**Rationale for Overload:**

**Reduced Course Load:**

If on a reduced course load, indicate the nature, amount and rationale for the course load reduction. Explain why the overload should be granted concurrently with the reduction.

If this request is for a tenure-track faculty member, has the department chair discussed with that faculty member the potential impact of this overload on his or her research productivity?

Yes  No  N/A

If yes, briefly discuss the plan for mitigating the potential impact of this overload commitment on the faculty member's research program.

Chair/Director Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Dean Approval: \_\_\_\_\_

Date: \_\_\_\_\_

VP Faculty Affairs/Provost Approval: \_\_\_\_\_

Date: \_\_\_\_\_