



VICE PRESIDENT FOR ACADEMIC AFFAIRS

14 April 1997

TO: Deans Ed Caress, Mary Futrell, Jack Friedenthal, David Fowler, Harry Harding,  
and Tom Mazzuchi

FR: Donald R. Lehman *Don*  
Vice President for Academic Affairs

RE: Policies on Overloads

The purpose of this memo is to summarize that material which I conveyed to you in our Deans Brown Bag meeting on 27 March 1997. Please be sure to share it with your Department Chairs.

Two issues to which I want you to pay special attention are the following:

- I would like to have all (on-and off-campus) overload forms submitted in advance of the semester.
- To ease Barbara Marshall's and my work, in particular, so that we do not have to make a phone call, I would like to have, attached to the form, the current teaching load of the faculty member, both on and off campus, if the latter is applicable.

With the above procedures in place, the following general rules apply to regular programs:

1. No faculty member shall teach more than two overloads per calendar year, nor more than one a semester. Faculty teaching fewer than five courses per academic year will only be compensated for courses in excess of five. Associate Deans, Department Chairs and Program Directors -- all those on a twelve-month, fiscal appointment -- cannot teach overloads during the academic year, except in dire emergencies and subject to advance approval.
2. Faculty may teach one or two courses in the summer, depending upon demand. (There is no guarantee for summer teaching.) Teaching in the summer is compensated at one-eleventh of the nine-month salary per course (subject to a maximum dollar amount.) Associate Deans, Department Chairs and Program Directors are permitted to teach one course (at the standard one-eleventh rate,

subject to the above maximum) during the summer sessions with the Dean's permission. Any exception to this rule must be cleared in advance by the Dean's and Vice President for Academic Affairs' offices.

3. The maximum amount of summer salary that can be earned by a faculty member is three-ninths of the nine-month salary, including both teaching and research. For example, if a faculty member teaches two courses in the summer for two-elevenths of the salary (18%), the faculty member also could earn another 15% of salary in research grants. The total cannot exceed three-ninths (33%) of the nine months salary. Associate Deans (with the approval of the Dean and VPAA), Department Chairs and Program Directors who are involved with summer research grants are allowed to earn up to a maximum of two-ninths of their academic-year salary through the grant. However, if these individuals teach during the summer (see item 2.), the maximum of combined teaching and research salary is not to exceed two-ninths of their academic-year salary.

Any exceptions to the above must be approved in advance by the Dean's and Vice President for Academic Affairs' offices.

I hope this clarifies fully what we discussed in our Brown Bag Deans meeting. Thank you very much for your attention to these matters.

cc: Helen Spencer  
Donna Scarboro  
Barbara Marshall  
Roger Whitaker  
Don Boselovic