



## Faculty Overload Pay Calculation

### PROCESS:

Faculty workload will be tracked by semester by each Program Director and/or Dean. At the close of each academic semester, those requesting overload pay for their faculty must submit the attached form to the VP, Academic Affairs (one form per faculty member). The faculty member receiving the overload will sign off that they are requesting the overload pay.

With approval, the overload pay form will be forwarded to Campus Coordinator for issuance of payment directly to the faculty. If not approved, the VP, Academic Affairs will document reasoning and return the form to the Program Director and/or Dean with further action indicated, as applicable.

Please note:

- Workload limits are outlined in the faculty handbook and cover contact hours taught during the academic year (fall, spring, and summer semesters).
- Contact hours taught during the academic year (fall, spring, and summer semesters) above and beyond established limits will be considered overload.
- Overload contact hours will be paid at a rate of \$535 per contact hour. Payment will be issued after the close of the spring semester for each academic year.
- Contact hours taught during a summer semester are not considered as part of workload limits for the academic year (fall, spring, and summer semesters).
- Faculty choosing to teach during a summer semester will be paid as adjunct faculty using established adjunct faculty pay rates.



## Faculty Overload Pay Calculation

Academic Year: \_\_\_\_\_

Faculty Name & Employee #: \_\_\_\_\_

Division: \_\_\_\_\_

Cost Center to be charged: \_\_\_\_\_

Contact Hours Assigned:

Fall Semester	Spring Semester	Summer Semester	TOTAL (if applicable)

Allowable Contact Hours (specify semester(s)): \_\_\_\_\_

Overload Contact Hours: \_\_\_\_\_

Reasoning:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Faculty Requesting

\_\_\_\_\_  
 Date

### APPROVALS

	Signature	Date
Program Director		
Dean		
VP, Academic Affairs		

### For HR Use ONLY

Overload Contact Hrs	Rate of Pay	Total Contract Amt Due