

Wilkes Honors College Overload Policy (subject to change based on budget)

Eligibility and Offers of Overloads: Full-time faculty members, instructors, laboratory directors and coordinators, and other full-time staff with the credentials to teach are eligible for overload payments for teaching additional sections above and beyond their assigned teaching loads. Untenured tenure-track faculty are eligible but discouraged from teaching overloads. Tenured faculty at any level who are not making excellent progress toward promotion or SPE, or are not successfully meeting goals in all aspects of their annual assignments, are also discouraged from volunteering. Volunteering to teach an overload does not ensure that you will receive one.

Offers of overloads will be made based on specific curricular needs determined by the chairs and offered formally by the chairs via email. Chairs will determine which course "counts" as an overload in the annual assignment.

Definition of an Overload: Overloads are to be paid only for courses taught above and beyond the normal assigned teaching load. While loads vary in credits among faculty members, a full teaching load for tenured and tenure track faculty is generally defined as 15-19 credits of classroom teaching (or 4 or 5 courses depending on if they are 4 or 3 credit courses). Because they already count toward the bank and possible course releases, these supervised *do not count toward the definition of a full-load* for the purpose of overloads. In other words, no faculty member may take a course release based on thesis supervision while also receiving an overload for payment for teaching a course in the same academic year. DIS, DIR, internships, and new course preparation are also not counted toward the calculation of an overload.

A full load for instructors is generally seven courses and can vary in credits from 21-28 credits. An eighth 3 or 4 credit course for any instructor may be considered an overload (as determined by the chair).

Eligible staff members who teach additional course sections beyond their other assigned teaching duties may also be eligible to receive an overload payment.

Compensation for Overloads: Overloads for full-time faculty will be paid at a flat rate of \$5,000 for any 3 or 4 credit class with an enrollment of 20 or more students by the end of the drop/add period. While it should be a rare occurrence, faculty/staff members who teach classes of 35 or more students may receive an additional \$1,000 for teaching the larger overload section. Sections with enrollments lower than 20 will be compensated at a reduced overload payment of \$250 per student enrolled in the class through the end of the drop/add period.

Laboratory courses of one credit and three contact hours will be compensated at an overload rate of \$2,750 for WHC faculty and staff.

One-credit team-taught overload classes will be compensated at a rate of \$60 per student registered (up to 35 students) for each faculty member. For example, a one credit team-taught course with 20 students registered would pay \$1,200 per faculty member. With 35 students registered it would pay \$2,100 per faculty member. It is possible for the same team-taught course to count as an overload for one faculty member while the other faculty member is teaching the course in load. Course caps will be determined by chairs.

Three-credit team-taught overload courses will be compensated at a rate of \$120 per student enrolled in the class through the end of the drop/add period per faculty member (maximum payment of \$4,000 per faculty member). Course caps will be determined by the chairs.