

UAM OPERATING PROCEDURE 410.6

TEACHING OVERLOAD COMPENSATION FOR FACULTY AND STAFF

Faculty Teaching Overload Courses

1. The salary for teaching a three-credit hour course as an overload will be \$2,500 based upon the availability of funds and approval of the Executive Council.
2. Faculty should be limited to one overload course per semester and only under extremely unusual circumstances should an individual have two overloads. A second overload course will only be considered if it is initiated by the Academic Unit Head and receives the prior approval of the Vice Chancellor for Academic Affairs and the Chancellor. If a second overload course is approved, the instructor will receive the same overload rate for the second course. A laboratory associated with a lecture and a single course of more than three hours will be considered as only one overload course.
3. The stipend paid for content area faculty to supervise education interns is \$300 for supervising and the supervision of an intern is not considered as an overload.

Non-classified Staff Teaching Overload Courses

1. The supervisor of the employee must be consulted prior to any discussion with the employee concerning a possible overload teaching assignment.
2. Staff should not teach more than one overload course in a semester. Exception to this policy requires prior approval of the immediate supervisor, the Vice Chancellor for Academic Affairs, and the Chancellor.
3. Prior to the appointment of a staff member to teach an overload, the human resources office must be contacted to ensure that such appointment will not violate salary or duty assignment regulations of the state office of personnel management and/or fair labor standards. A concurrent employment request should be submitted to Human Resources and approved by ADHE in advance of any staff overloads being performed.

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