

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: II:02:03

DATE: May 1, 1987

REVISION/REVIEW DATES: May 1997, Jan 2006, Oct 2011, June 2013, June 2015, August 2016, April 2021

SUBJECT: Overload Status

APPROVED: Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes guidelines and procedures for assigning overload status for full-time faculty.

POLICY

The standard teaching load obligation for the Fall and Spring semesters is 12 credit hours per semester for regular full-time faculty, plus other duties and responsibilities. The standard workload expectation for the Fall and Spring Semesters is 15 hours per semester. The teaching load may be adjusted at the discretion of the department head and dean to accommodate special faculty roles, graduate intensive course loads, and the needs of the university, both off and on campus. Librarians performing their assigned professional duties shall be deemed to be fulfilling their teaching-load obligations.

In order to allow faculty to concentrate their energies adequately on a reasonable teaching load, it is the policy of the university to generally limit the use of overloads. However, overloads may sometimes be necessary when faculty coverage may be impacted by unexpected departures, retirements, unanticipated enrollment, faculty shortages in a given field, etc. Overloads should be reviewed and approved only after careful consideration by the department head and dean with approval of the provost. SACSCOC requires that institutions employ an adequate number of full-time faculty to support the mission and goals of the institution.

PROCEDURE

Overload status is assigned to full-time faculty who are teaching courses above the required teaching load for a semester. As the need arises for a faculty member to have an overload, the department will issue an overload faculty contract submitted electronically through the dean to the Provost and SVPAA. Rates for overload pay are determined by the Provost in consultation with the President and Chief Financial Officer. Once the contract is approved by the Provost, it will be sent to the employee for signature. Upon return of the signed contract, copies will be sent to the dean and the Office of Human Resources. The original will be filed in the Office of the Provost and SVPAA.

RESPONSIBILITY

The Provost and Senior Vice President for Academic Affairs is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5).