

1. RATIONALE

- 1.01 As a general rule, the practice of assigning an instructional overload is to be discouraged. It is desirable for the University to maintain a measure of flexibility in meeting the exigencies that may arise in the staffing of course offerings, and a limited utilization of instructional overload assignments to faculty is one means of preserving such flexibility.
- 1.02 To the extent possible, the assignment of a fall semester instructional overload to a faculty member should be offset by an equivalent reduction of the faculty member's teaching load during the spring semester. In those cases where it is not possible to compensate for an overload in one semester by the reduction of a load in another semester, the University may pay for an instructional assignment that exceeds the norm. But as salaries are not based solely upon in-class duties, overload pay logically may be set at a figure less than a rigid prorationing of salary.

2. PURPOSES AND INSTITUTIONAL NEEDS

Faculty overload assignments provide flexibility to respond on a temporary basis to the need for course offerings that exceed the total normal loads of available faculty members.

3. ADMINISTRATIVE GUIDELINES

- 3.01 It is expected that instructional units will plan course offerings in accord with faculty position allowances and that any instructional overload assignment that develops shall be regarded as an exception.
- 3.02 A faculty member will be consulted prior to being assigned an overload, and both the institutional needs and the faculty member's preference will be considered in making the instructional overload assignment.
- 3.03 An academic administrator at the department level, must submit a written justification for the proposed action and may commit the University only after receiving the approval of the dean of the college.

- 3.04 An instructional overload should not be assigned during the semester or summer session in which a faculty member has organized research support.

APPROVED:                     /signed/                      
James F. Gaertner, President

DATED:                     09/05/03                    

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: July 1, 1981

Review Cycle: July 1, ONY\*

Reviewer(s): Council of Academic Deans  
Academic Policy Council

Review Date: July 1, 2005

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

David E. Payne

Vice President for Academic Affairs

\*ONY = Odd Numbered Year