

LOYOLA UNIVERSITY CHICAGO
Office Of The Provost
Faculty Overload Pay Guidelines (Feb. 3, 2004)

1. Faculty overload pay for teaching a course might come about during the academic year for people on 9-month or 12-month contracts or during the summer for people on 12-month contracts, if the person's normal teaching and other duties cannot be shifted to accommodate for the instructional need in-load.
2. Overload pay for teaching a course should be handled on the same basis that we use for Summer Sessions pay. It should not, however, be connected to base salary. In other words, since we need the course taught because we have unexpectedly high enrollments and because we do not have an available adjunct part-time faculty member, we have to ask one of our otherwise fully occupied full time faculty to do the teaching. This is a special request and it will probably cost us more than it would had there been a part-time adjunct available. But since this is about an enrollment demand, the pay needs to be linked to that, which means that we are going to use the Summer Sessions pay policy.
3. Faculty overloads should be determined by examining the following:
 - a. The dean of the school and the department chairperson need to be sure that we are not violating the conditions of an externally funded grant that limits a faculty member's work effort to 100%.
 - b. The dean and the chairperson need to be sure that it will not otherwise damage a faculty member's progress toward tenure or other duties were she or he to take on overload teaching. This is particularly important in the case of assistant professors, but can apply to faculty who have taken on other major projects including administrative tasks.
 - c. The dean and the chairperson need to be sure that the overload is genuinely required. We don't have the funding to pay for overloads in departments where the faculty teaching loads are soft, enrollments are low, and sections are regularly offered that don't have to be offered.
 - d. The dean and the chairperson need to be sure that there is no conflict of interest in the assignment of the overload. This is a potential problem if the person doing the scheduling should put himself or herself into an overload situation when it would have been possible to make other assignments to other persons in the department and avoid the need for the overload. Or if the overload could have first been offered to other persons who might be better qualified and perhaps even in greater need of being given the chance to teach the overload.
4. If a review of the above circumstances determines that a course overload is needed, then the faculty member teaching an overload course during the academic year would be paid as follows:
 - a. Faculty on a 9-month contract would receive a stipend equal to 1/12 of their 9-month salary (for a 3 credit-hour course, or 1/36 of base pay per credit hour), to a maximum of \$7,000.
 - b. Faculty on a 12-month contract would receive a stipend equal to \$3,000 (the current maximum stipend for part-time faculty).
5. Guidelines for determining overloads for faculty with administrative responsibilities:
 - a. When it comes to the case of an individual with a part-time administrative responsibility, such as a department chairperson, program director, or associate and assistant deans, the individual's superior (i.e. dean, provost) must approve an overload request and has to be particularly scrupulous about reviewing the proposal so that none of the problems mentioned above (or any others) will arise. In most circumstances, the individual should teach a May or Summer Session course as an in-load, distributing their normal teaching load across the 12 months. If an overload is necessary and approved by their superior, the individual will be paid a stipend equal to 1/36 of their 9-month faculty base salary per credit hour, to a maximum of \$7000.
 - b. Full-time administrators with faculty rank (e.g. deans, directors, associate provosts) who teach a course will do so as an in-load and will not be eligible for overload pay.
6. Deans shall have discretion in determining if special courses (e.g. honors seminars, freshmen seminars, 0-credit hour instruction, etc.) should be taught as in-load or overload and the appropriate stipend for such instruction (generally paid from a fund under the dean's control).