



D² Digest

Faculty Overload Deadline

Summer Semester 2020

As mentioned in semesters prior, the findings of the Supplemental Payroll Payments Audit conducted by the Office of University Audit, addressed one of the business issues as the need to Evaluate Method to Improve Unit Timeliness of Faculty Contractual Agreements and Banner Approvals. Based on their recommendations, we are sending out this semester reminder concerning Faculty Overloads. Each semester, overload requests should be submitted 2 weeks prior to the beginning of the semester and not at the beginning of the course. This will allow sufficient time for the review and approval process as well as for the overload to be approved in the system.

Faculty Overloads are designed to help academic units fill instructor of record positions when all other avenues are exhausted (i.e. failed search, scheduled instructor unavailable, etc.) and should be a minimum number of requests.

Please note that this is in regards to 12 month employees. For 9 month instructional faculty, they are not considered overloads and their payments should be submitted as an SF payment. Any teaching assignment for these 9 month instructional faculty are part of the 33.33% summer maximum.

All overload requests for Summer Semester 2020 should be submitted 2 weeks prior to the start of the semester by COB Monday, 5/18/2020. The [Summer 2020 Calendar](#) was adjusted in response to the Coronavirus/COVID-19 pandemic. The first day of class will be June 1st.

This deadline should be strictly abided by to avoid delays impacting the students, instructor record, and payment.

Also, as a reminder all full-time benefitted employees who are teaching a course outside of contract terms or normal duties are required to follow the faculty overload procedures. This includes Administrative/Professional Faculty, Research Faculty, Research Staff, and Classified Exempt employees.

Update: Only Part-time INSTRUCTIONAL Faculty need their FTE increased accordingly based on the FTE of the course if they are teaching an overload. All other classifications (Administrative/Professional Faculty, Research Faculty, Research Staff, and Classified Exempt employees) should follow the standard process of overloads. View the [Supplemental Pay Procedures](#).

Classified non-exempt are paid time and a half for the course and it is notated on their primary timesheet – Please consult with Classification and Compensation (HR) prior.

*****Please be sure to pass this on to all who process these requests.**

The Provost office has received a few requests already for review for Summer 2020 and are thankful for the proactive submissions!