

### I. Overview

The purpose of this procedure is to identify the process for assigning overload assignments to full-time faculty. Compensation procedures are also covered under this procedure.

### II. Practice

1. Overloads for full-time faculty, including both instructional and non-instructional overloads, must be approved by the appropriate Division Chair. The Division Chair will consider the faculty member's regular work assignments in order to ensure the requested overload will not interfere with these assignments. The opportunity to have an overload is not guaranteed.
2. Overloads are not guaranteed a teaching position until after regular registration is complete and the Division Chairs and the Vice Chancellor for Academic Affairs have finalized the schedule and assigned all full-time faculty to their teaching assignments.
3. Division Chairs should maintain a record of whom they are planning to have teach overloads in an upcoming semester and should make certain the faculty member has the appropriate paperwork processed to ensure payment.
4. All overloads must have formal Division Chair authorization. As soon as possible after the start of each semester, Division Chairs should provide a schedule showing their planned use of overload and adjunct faculty for that semester to the Vice Chancellor for Academic Affairs, along with a Personnel Action Form (PAF) for each faculty member teaching in an adjunct or overload capacity.
5. Faculty teaching overloads will receive their first overload payment on the second pay date of the semester. Final overload pay will be received one pay period following the end of the semester. This allows the administration time to process the payroll and ensure accuracy prior to the first distribution of checks.

### III. Clarifying Points

1. Faculty are never guaranteed an overload assignment.

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