

COLLEGE *of* CHARLESTON

OFFICIAL DIVISIONAL POLICY Academic Affairs Division

Roster Faculty Overload Policy

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1.0 **Introduction**

From time to time, a school, department, or academic program may have difficulty hiring adjunct faculty and/or assigning roster faculty (within the confines of the normal instructional load) to meet instructional needs in the relevant unit. Limited use of existing roster faculty in overload teaching assignments may be approved under conditions described in this Policy.

2.0 **Statement of Policy**

2.1 With the approval of the Provost and Executive Vice President for Academic Affairs (hereafter, "Provost") and the relevant Dean(s), the use of existing roster faculty for overload teaching assignments is permitted under certain conditions:

2.1.1 Any pay for overload instruction by a member of the roster faculty shall be approved by the relevant Department Chair or Program Director and by the relevant Dean(s).

2.1.2 No roster faculty member shall receive additional compensation for an overload to the standard instructional load unless, prior to receiving the overload assignment, she or he already is teaching the equivalent of four courses in the semester in question without additional compensation or release in a different semester.

2.1.3 No tenure-track faculty member who has not yet earned tenure shall teach an overload to the standard instructional load.

2.1.4 No roster faculty member shall teach an overload to the standard instructional load unless she or he has received performance evaluations that document satisfactory performance in the areas of teaching, research and professional development, and service.

2.1.5 No roster faculty member appointed in the School of Business shall teach an overload to the standard instructional load unless she or he is qualified as a “scholarly academic” under the most recent accreditation criteria for the Association to Advance Collegiate Schools of Business (AACSB).

2.1.6 No roster faculty shall teach an overload to the standard instructional load for more than three consecutive semesters, without regard to Maymester or summer teaching assignments.

2.2 Faculty teaching an overload shall be compensated at the standard pay for adjuncts teaching a fifth course during a fall or spring semester.

2.3 No provision of this Policy shall prevent the Provost or a Dean from approving an unbalanced instructional load, in which a faculty member teaches beyond the standard instructional load in one semester and does not teach the standard instructional load in another semester. Unbalanced instructional loads typically are assigned because of some compelling instructional need in light of the faculty resources available in an academic unit.

2.4 No provision of this Policy shall prevent the Provost from approving interim or emergency instructional arrangements, including the approval of overload compensation, in the event of an unanticipated emergency or crisis (e.g., death of a roster faculty member in the middle of an academic term).

2.5 No provision of this Policy shall prevent the Provost from approving exceptions to this Policy, in writing, based on some documented institutional need, where the protection of the best interests of the College’s students is a compelling priority.

3.0 Policy Manager and Responsible Department or Office

Provost (or Provost’s Designee), Office of the Provost

4.0 Departments/Offices Affected by this Policy

Office of the Provost
All Academic Deans, Departments, and Academic Programs
UCSC Graduate School

5.0 Procedures Related to this Policy

None.

6.0 **Related Policies, Documents or Forms**

Faculty/Administration Manual

7.0 **Review Schedule**

Approved: March 2014

Revised: January 2018

Next Review Date: October 1, 2023



Signed: _____

Brian R. McGee, Provost