

ELIZABETH CITY STATE UNIVERSITY
Faculty Overload Teaching Policy

Preamble

This policy shall govern the manner in which faculty overload teaching assignments for undergraduate courses and any accompanying compensation shall be managed at Elizabeth City State University (ECSU). ECSU seeks to ensure high quality of instruction for all courses. To this end, the Provost and Vice Chancellor for Academic Affairs has responsibility for balancing the university's commitment to quality teaching and the faculty teaching load.

1. Definitions

Under this policy the following terms shall be defined as follows:

A. Overload Teaching Assignments

Overload teaching assignments refer to situations where full-time regular faculty members are assigned to teach more than twelve (12) credit hours per semester. This does not include averaging teaching loads over the period of an academic year where faculty members may teach more than 12 credit hours in the fall semester to accommodate a greater need and are assigned reduced teaching loads for the spring semester. The credit hour equivalency of instructional responsibilities that are not designated as organized classes based on this policy, such as directed or independent studies, reading courses, internships, courses with a clinical component, theses supervision, will be determined by the department chair, and approved by the dean, to ensure equivalency in workload. Such determinations will be based on the standards of appropriate accrediting bodies as applicable.

B. Emergency

Emergency refers to situations where there is an urgent need to address class coverage due to unexpected or unforeseen circumstances (i.e. the unexpected departure of a faculty member, coverage for last minute openings of course sections or course offerings to accommodate student demand, etc.).

2. Advance Approval Required for Overload Teaching Assignments

A. Approval by Provost and Vice Chancellor for Academic Affairs

All faculty overload teaching assignments must be approved in advance by the Provost and Vice Chancellor for Academic Affairs.

B. Assignments Outside Academic Discipline

Overload teaching assignments outside a faculty member's academic discipline will not be considered for approval unless both department chairs and academic deans agree and recommend the overload assignment to the Provost and Vice Chancellor for Academic Affairs.

C. Communication to Faculty

Overload teaching assignments shall not be communicated to a faculty member as “approved” until the Provost and Vice Chancellor for Academic Affairs has completed a review and issued a decision approving an overload teaching assignment.

3. Limitations on Faculty Overload Teaching Assignments

Overload teaching assignments shall not exceed more than one (1) additional 3-credit hour course per semester above a 12-credit hour teaching assignment, including courses taught through Distance Education and/or courses taught outside of the faculty member’s assigned academic department or school. Exceptions to limitations on teaching overloads may be approved by the Provost and Vice Chancellor for Academic Affairs.

4. Faculty Certification

Faculty members who accept an overload teaching assignment must certify in writing that the overload responsibility will be fulfilled in addition to all other obligations of his/her faculty contract.

5. Compensation for Overload Teaching Assignment

A. Justification

An academic school or department may recommend payment of compensation for overload teaching assignments. Such recommendations must be in writing and submitted to the Provost and Vice Chancellor for Academic Affairs, including a justification (i.e. unexpected departure of a faculty member, coverage for last minute course openings or offerings, accommodations to meet student demand, etc.). The recommendation must also include the course name and course number.

Recommendations for payment of compensation for overload teaching assignments are subject to approval by the Provost and Vice Chancellor for Academic Affairs.

B. Compensation Schedule

Subject to approval and the availability of funds.

C. Faculty Teaching in Programs with Low Enrollment

Faculty members teaching courses in programs with low enrollment, with few advisees and who have a productivity level less than the standard (1.0 FTE) shall not be paid additional compensation for an overload teaching assignment.