

## **F-4. Teaching Overload Compensation for Faculty**

### **Purpose**

To establish a policy for managing overloads and compensating standing faculty for teaching courses or sections of courses beyond their standard instructional assignment.

### **Introduction**

The College discourages faculty from accepting additional teaching responsibilities. Such responsibilities may interfere with the faculty member's progress in teaching, research, and service or with the appropriate development of an academic career.

The practices listed below establish guidelines for School Directors regarding the assignment of teaching overloads and the establishment of appropriate compensation whenever faculty are assigned to teach overloads.

### **Guidelines**

1. Overloads are justified only by special program needs, for example, the beginning of a new program initiative, an unanticipated increase in enrollment, a sudden faculty resignation or illness, and/or when no adjunct faculty are available in a specific subject area.
2. Tenure-eligible or tenured faculty members will not normally be considered for overload assignments. If, under rare circumstances, they must teach an overload, tenure-eligible and tenured faculty members must understand that any assignment will not reduce the College's research and service expectations. Such an exception must be approved by the Vice Chancellor for Academic Affairs (VCAA).
3. Anticipated overload needs in academic units must be discussed with the VCAA.
4. No full-time faculty member should teach more than one overload course (3-4 credit hours) per semester. This provision is especially relevant for tenure-eligible or tenured faculty and those faculty who have completed extended reviews and are committed to a personal development or renewal plan.
5. In rare circumstances the VCAA may approve additional course overloads.
6. The compensation for overloads will be indexed to the FT-2 (part-time) compensation practices in effect at the time the overload is scheduled.
7. Total supplementary compensation from all sources (research grants, etc.) shall not exceed the University's established limits for Supplemental I and Supplemental II

Compensation. <https://policy.psu.edu/supplementary-compensation-information-full-time-academic-and-exempt-staff>

**Approved: Academic Leadership Council February 17, 2004**

**Forwarded: Faculty Senate for Consultation February 24, 2004**

**Revisions: Academic Council April 8, 2009**

**Revised and Approved: Academic Council, May 8, 2025**