

## **ELIZABETH CITY STATE UNIVERSITY Graduate Faculty Overload Teaching Policy**

### **Preamble**

This policy shall govern the manner in which graduate faculty overload teaching assignments for graduate 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 graduate faculty teaching load.

### **1. Definitions**

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

A. Overload Teaching Assignments

Overload teaching assignments refers to situations where full-time regular graduate faculty members are assigned to teach more than nine (9) graduate credit hours per semester. This does not include averaging teaching loads over the period of an academic year where graduate faculty members may teach more than nine (9) credit hours in the fall semester to accommodate a greater need and are assigned reduced teaching loads for the spring semester.

Graduate faculty teaching both undergraduate and graduate courses shall teach no more than twenty-one (21) hours per year. More than this number constitutes an overload.

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 graduate 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 graduate faculty overload teaching assignments must be approved in advance by the Provost and Vice Chancellor for Academic Affairs and will only be permitted in emergency situations.

B. Assignments Outside Academic Discipline

Overload teaching assignments outside a graduate 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 Graduate Faculty  
Overload teaching assignments shall not be communicated to a graduate 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 Graduate Faculty Overload Teaching Assignments**

Overload teaching assignments shall not exceed more than one (1) additional 3-credit hour course per semester above a 9-credit hour teaching assignment, including courses taught through Distance Education and/or courses taught outside of the graduate 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. Graduate Faculty Certification**

Graduate 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, compensation for a 3-credit hour overload teaching assignment for regular graduate faculty shall be negotiated between an applicable faculty member and their respective Dean and/or Chair.
- C. Graduate Faculty Teaching in Departments with Low Enrollment  
Graduate faculty members teaching courses in departments with low enrollment, with few advisees and who have a productivity level less than the standard (1.0 FTE) may not be paid additional compensation for an overload teaching assignment.