College of Health and Human Services
Overload Teaching Assignment and Compensation Policy
Full-time and Permanent Part-time Instructional Faculty Pay Schedule

CHHS Assigned Overload Policy:
In accordance with University Policy Number 2226, instructional faculty may teach one (3-credit) course on overload per semester. A course is considered overload once a faculty member’s full teaching load (up to 12 credits in a semester) has been met regardless of the semester during which the teaching takes place. Overload compensation is paid in accordance with the CHHS Adjunct Faculty and Overload Faculty Pay Matrix (Appendix A), depending upon availability of resources and unit financial constraints.

The CHHS Adjunct Pay Matrix is determined annually based on approved exceptions to the University Adjunct Pay Matrix. Adjunct and On-line Graduate Programs teaching pay rate exceptions are reviewed and updated annually in advance of the Mason Calendar Year.1 For purposes of determining faculty teaching workload, the academic year teaching calendar begins with the first summer session and ends with the spring semester, however summer teaching is not required for faculty on 9-month faculty appointments.

Definition of Overload Assignment:
Overload teaching occurs when a faculty member teaches courses in excess of his or her assigned teaching load. The individual faculty teaching workload is assigned based on type of appointment, consistent with the CHHS Faculty Workload Guidelines (Appendix B). In sum, 9-month faculty course loads for fall and spring semesters are distributed as follows: Tenure Track/Tenured faculty are expected to teach a 2:2 course load; 9-month Term Faculty are expected to teach a 4:4 course load; 12-month Term Faculty are expected to teach a 4:4:2 course-load (based on a 3-didactic credit hour course load).

An overload teaching assignment will be determined based upon the faculty having first fulfilled the course teaching workload required by type of appointment. For Term Appointment faculty, the academic year course teaching requirement is 8 (3-credit) courses; for Tenure-track and Tenured faculty on a research appointment, the academic year course teaching requirement is 4 (3-credit) courses. Half of the teaching load for the year must be taught before overload compensation is considered. Clinical practicum/field courses with higher course credit hour designations based on time in field/clinical site are excluded from the ‘half of total annual credit hours taught’ requirement for overload eligibility determination.

General Assignment Policies:

Faculty Workload

Faculty are expected to carry a teaching and service or teaching, research and service workload minimum commensurate with 24 work units (WUs) per Academic Year (excluding Summer Term), except where Dean approved adjustments are made per the CHHS Workload formula. The number, size and method of courses assigned, and the date, duration and workload increment of externally funded projects as well as selected professional service and administrative activities are such that the actual number of work units may be above or below this target. The annual workload shall be consistent with the type of faculty appointment, externally funded research course buy-outs and individual performance expectations and goals. When a faculty member funds a portion of their work through external sources (i.e. to engage in research or faculty

1 The CHHS Budget Committee (comprised of Department Chairs, Executive Director, Budget and Administration and Associate Deans as appointed by the Dean), approves adjunct and graduate on-line program supplemental pay rates. Approved CHHS Administrative Council: 8/7/2018.
practice or other funded activity), a reduced teaching load may be assigned according to the formula set forth in CHHS Workload Guidelines and relevant University Faculty Handbook and Human Resource policies.

**Standard Workload Expectations by Type of Appointment**

**Tenure-Track Faculty (not tenured)** are expected to initiate and maintain an active program of research, with 50% of their time (6 WUs per semester) devoted to teaching and 50% (6 WUs) to research, scholarship and service (Appendix B). This means a faculty will be assigned a teaching load of (2) 3-credit courses per semester. Exceptions to this teaching load (i.e. a reduced teaching load for the first semester of a new faculty’s appointment) may be approved by the Dean.

**Tenured Faculty** are expected to maintain an active program of research, with 50% of their time devoted to teaching (6 WUs per semester) and 50% (6 WUs per semester) to research, scholarship and service (Appendix B). Such faculty are expected to cover at least 20% of their total workload from externally funded sources. Tenured faculty who do not meet this research productivity expectation will receive an increase in their teaching workload (see CHHS Workload Guidelines). The Dean may approve exceptions to this teaching load (i.e. a reduced teaching load for the first semester of a new faculty’s appointment).

**Term Faculty** are expected to maintain a teaching workload with 100% of their effort assigned to teaching and service (12 WUs per semester) (Appendix B). At the request of the Department Chair, such faculty may be asked to take on special administrative or faculty practice assignments that (with the approval of the Dean) may warrant a course release.

Research Faculty are hired by the University with funds generated from extramural sources. Teaching and college/university service assignments may be made if they do not compromise the meeting funder expected responsibilities (i.e. completing research or other funded activities). Research Faculty who teach courses not included in their research appointment contract will be compensated at the CHHS Adjunct Pay Matrix rate.

**Undergraduate and Graduate Courses**
The CHHS will pay full-time and part-time faculty on tenured, tenure-track and term appointments teaching undergraduate or graduate course on an overload assignment will be paid at the Adjunct and Overload Faculty Pay Matrix rate. All overload teaching assignments and courses taught after the first 3-credit course in summer will be compensated at the CHHS Adjunct and Overload Faculty Pay Matrix rate (Appendix A).

**Summer Teaching**
Consistent with the GMU Faculty Handbook, during the summer semester, a 9-month faculty with a course teaching assignment that is consistent with CHHS Workload Guidelines during the academic year (fall and spring semester) may receive 10% of their 9-month base salary for the first course taught in summer, but subsequent summer courses will be compensated at the CHHS Adjunct and Overload Faculty Pay Matrix rate. University policy restricts total summer compensation (fellowships, summer support, summer teaching, etc.) to 33% of base 9-month salary.

Twelve-month faculty do not receive overload payment for courses taught in the summer unless their full teaching load has been met. Summer teaching is considered part of the twelve-month faculty member’s standard workload. If the 12-month faculty member has met his/her total annual teaching workload, Approved CHHS Administrative Council: 8/7/2018.
additional summer courses will be compensated at the CHHS Adjunct and Overload Faculty Pay Matrix rate.

**Special cases:**

**Teaching Multiple Overloads**

Should a faculty member teach a second (3-credit) course on overload in the fall or spring semester, the second course (graduate or undergraduate) will be compensated at the rate of the CHHS Adjunct and Overload Faculty Pay Matrix rate.

**Overload Teaching Assignment and Compensation**

A faculty member not meeting an overload teaching assignment after receiving overload compensation, will be asked to repay the overload teaching pay received or may be asked to teach an additional course in a semester that follows (in the same academic teaching year) to fulfill the over load assignment paid. Faculty members may choose to receive overload compensation after the full load is met to avoid the possibility of overload compensation repayment to the University.

If a faculty member does not meet their teaching load during the fall or spring semesters, the teaching obligation should be made up in the next academic teaching year by teaching the equivalent number of course(s) in excess of their usual fall teaching load. If there are insufficient fall courses available to fulfill the prior or current year teaching load, faculty members will be permitted to make up the missing credits by teaching additional course(s) in the spring semester as part of a regular teaching load. Unless there is a unique department need (requested by the Department Chair and approved by the Dean), summer session teaching may not be used to make up a teaching load obligation from the prior year.

If there is a last-minute course cancellation, faculty with an initial overload teaching assignment that subsequently falls below standard workload teaching requirements, the assigned overload course (including lab and practicum courses) will automatically be used to fulfill the individual’s course standard teaching assignment for that semester. In such a situation, the criteria for an overload assignment and overload pay is not met.

Full teaching load requirements for the semester must be met for overload status to apply. Administrative course releases may not be used to satisfy minimum course teaching requirements or to meet eligibility for over-load teaching compensation.

**APPENDICES**

Appendix A: CHHS Adjunct and Overload Faculty Pay Matrix.

Appendix B: CHHS Faculty Workload Policy.

Approved CHHS Administrative Council: 8/7/2018.