

## **GLENVILLE STATE UNIVERSITY POLICIES**

### **PERSONNEL POLICY 25B**

#### **OVERLOAD PAY**

##### **25B.1. General**

1.1. Scope - This policy establishes a uniform overload assignment and pay policy for faculty members.

1.2. Authority – W. Va. Code §§ 18B-8-3 and 18B-8-6

1.3. Effective Date – December 10, 2021

1.4. Revision of Former Policy- Repeals and replaces Glenville State University Policy 25B – Overload Pay [2006][2020].

##### **25B.2. Purpose**

2.1. Like other professionals, Glenville State University faculty are not paid for hourly work. Instead, they are paid an annual salary and are expected to handle all professional duties without daily supervision. Glenville State University endorses creative and innovative professionalism. College teaching requires one's commitment to a profession more than to any specified hours of work. All faculty are expected to teach a full credit load, to pursue appropriate professional development activities, and to render professional service to the college community. This commitment frequently transcends normal working hours.

Faculty member's carrying a teaching overload can compromise the quality of their teaching and compete with other faculty responsibilities. Faculty are encouraged to exercise due diligence when weighing an offer to teach overload in addition to their contractual obligations and duties.

##### **25B.3. Defined**

3.1 An overload is defined as the addition of a course that would result in more contact hours than are required in the faculty member's 9-month contract period. A faculty member's teaching load (credit hours) is calculated based on contact hours as shown in the faculty handbook.

##### **25B.4. General Expectations of Faculty**

4.1. Faculty members at Glenville State University are expected to fulfill the following general areas of responsibility:

4.1.1. To teach and advise undergraduate students at Glenville State University. This includes:

- a. Teaching and administrative assignments as prescribed by the faculty member's annual contract.
  - b. Fulfilling required office hours and additional daily office hours during those weeks when advising activities are concentrated.
- 4.1.2. To engage in professional development activities that keep faculty current in their fields of teaching.
- 4.1.3. To provide professional service to the college, the community, and the service region.

#### **25B.5. Conditions Governing the Granting of Overload Pay**

- 5.1. The Provost/Vice President for Academic Affairs or their designee may offer faculty overloads each semester based on the curricular needs of the academic program.
- 5.2. If an overload assignment is necessary, the Provost/Vice President for Academic Affairs or their designee may make an offer to the faculty member in a reasonable amount of time.
- 5.3. Overload pay shall be calculated based on the courses the faculty member has agreed to teach beyond their contractual agreement.
- 5.4. Overloads shall require a written agreement denoting the agreed remuneration for course instruction prior to the start of the course and courses with enrollment less than 100% (10 students) will be prorated.
- 5.5. Once the Provost/Vice President for Academic Affairs or their designee and the faculty member have signed the agreement, the terms of the agreement cannot be altered, modified, or changed, unless both parties agree to the alteration, modification, or change in an addendum to the original contract.
- 5.6. Faculty members may not assign themselves an overload.
- 5.7. A faculty member has the right to decline the offer to teach an overload.

#### **25B.6. Compensation**

- 6.1. Overload pay shall be calculated based on the courses the faculty member has agreed to teach beyond their contractual agreement pursuant to Section 5.4. Under emergency or other unusual circumstances, the President may approve a recommendation from the Provost that a faculty member be paid pro-rata for teaching an overload assignment. Such approval, intended to address an emergency or unusual circumstance only, shall not exceed one semester in duration.