

## **Personnel Policies for Lincoln University**

The guiding principle for these policies is The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 6.7.2

Effective August 13, 2009

# **Overload Policies**

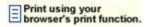
## **Letter from the President**

#### **Rules and Regulations**

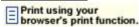
#### **Adjunct Handbook**

Print using your browser's print function.

#### **Faculty Handbook**



#### **Staff Handbook**



### **Employees covered by this policy**

This policy applies to all Faculty employees at LU and applicants of positions.

## **Policy**

An overload during a fall or spring semester is defined as any instructional duties beyond the normal twelve-credit-hour load. The following stipulations regarding overloads shall apply:

- The maximum overload for any one faculty member per semester will be one course or three hours, whichever is greater.
- No overloads are allowed during the summer session.
- Full-time faculty will receive payment for overloads during the regular academic year for approved teaching beyond the normal credit or contact hours. Overload payment will be based upon credit hours in excess of twelve per semester or twenty-four per academic year. Overload payment will be calculated per credit hour and will be equivalent to the adjunct pay calculation.
- In cases where a fall semester overload may be balanced out or averaged as
  a normal load via an under load in the spring semester, any potential
  overload payment will be delayed to the spring semester or until such time
  as the year's average is ascertained.
- In cases when the semester overload is for a course that does not meet minimum enrollment standards, the faculty member may be compensated on a prorated basis where the pay for instructional services will be equivalent to the amount of fees generated through per student credit hour charged. The amount of pay for "tuition only" shall not exceed the regular overload compensation. The decision regarding the amount of the prorated payment to be made to the faculty member will be determined based on the number of students enrolled in the course on the deadline date for adding classes, and agreement must be reached among the proposed instructor, the department head, and the dean, with written approval at all levels. Faculty who elect to provide instruction in special situations for which compensation is not provided will be credited in performance ratings with having made special contributions to the university's programs and the welfare of the student(s).