




Southern
Illinois University
Carbondale

Office of the Associate Provost
for Academic Administration
<http://pvc.siu.edu>
www.siu.edu

MEMORANDUM

Date: October 26, 2010

To: Nancy Mundschenk, Chair
Graduate Council

From: Susan Logue 
Associate Provost for Academic Administration

Re: Overload Policy

Attached, please find the proposed SIUC Overload Policy.

The purpose of this policy is to establish guidelines to address additional compensation for extra service for individuals at SIUC who hold faculty or administrative/professional staff appointments. As such, I am providing you with a copy of the proposed policy. We have begun the review process by providing copies to Faculty Senate and AP Council as well. Please provide me with your input on the proposed policy by Monday, November 15. Our hope is to move forward with finalization for the policy during the early part of the spring semester.

Thank you.

SL:emw

cc: Rita Cheng, Chancellor
Don S. Rice, Interim Provost and Vice Chancellor

Overload Compensation

In order to extend more effectively the mission of the University, the following policy regarding additional compensation for extra service is established.

1. Extra compensation can be gained for overload assignments. Overload assignments consist of additional services performed over and above services covered in the recipient's current full-time assignment and when such additional services will not in any manner compromise or adversely affect the performance of services covered by the recipient's current full-time assignment.
2. General Guidelines and Limitations
 - a. Persons holding faculty or administrative/professional staff appointments during the period of time covered by the extra service for extra compensation are eligible for overload assignment if such work is available.
 - b. Annual Maximum – The total amount of extra compensation an employee can earn in a fiscal year from all activities covered by this policy or by the University's "Compensation Policy for Continuing Education and Internal Consulting" shall not exceed 20% of the employee's equated annual salary (full-time monthly salary rate* 12). For purposes of this policy, the fiscal year begins July 1.
 - c. Waivers – A university employee may waive all or part of available extra compensation.
 - d. Payment Schedule – The first installment is not to precede the beginning of services. The activity must be complete before the final installment or lump sum payment is made.
 - e. Travel Expense Reimbursement -- Approved travel expenses are reimbursed in accordance with SIUC travel policies. These expenses are not included in the maximum allowable compensation for overload activities in any fiscal year.
3. Extra compensation may be used in the following situations:
 - a. Compensation may be paid for teaching a course as an overload assignment.
 - b. Compensation may be paid for teaching in credit-free instructional activities as an overload assignment. Credit-free activities may have a resemblance to credit courses in structure, program, and time sequence and usually incorporate techniques for

evaluating student progress and may include the giving of a certificate of accomplishment on completion.

- c. Faculty electing to develop distance learning courses outside the normal workload assignment, with concurrence by the appropriate administrator, may be given extra compensation for that development if funding permits.
 - d. Extra compensation for non-instructional activities outside the normal workload assignment may be compensated for according to this policy. This applies only to non-discretionary activities assigned by the University. Conferences, occasional spot presentations, and University services to outside agencies are usually of short concentrated duration and usually are for purposes of informing, advising, or sharing of information, rather than instructing. For professional services at conferences, occasional spot presentations, or University services to outside agencies, payment shall be negotiated between the person(s) eligible and the appropriate University administrator mentioned in Section 4a.
4. Any assignment for extra compensation for overload shall be entered into by mutual agreement between the person(s) eligible and the appropriate administrator of the unit involved. Any definition of overload must be consistent with the policy statement herein described.
 - a. In cases of faculty members, the appropriate administrator shall be the department chairperson or the director of the school. In cases of department chairpersons or school directors, the appropriate administrator shall be the Dean. In cases of staff not reporting to an academic unit, the appropriate administrator is the chief administrator of the unit in consultation with the Office of Human Resources and the Office of the Provost, as appropriate.
 - b. Approvals for extra compensation for overload assignments will follow organizational channels with final approval resting with the Provost.
 5. All extra compensation for overload assignment payments, for whatever purposes, will be paid as salary additions.
 6. Persons eligible for overload may be assigned no less than ½ month's salary but up to one month's salary for each overload assignment. No person shall be assigned more than two overload credit courses per fiscal year. Two overload credit courses per fiscal year may be either two sections of the same course or two different courses.

7. The following certification must appear on the forms submitted for payment of overload assignment extra compensation. "This extra service is over and above services required by the current budgeted assignment. It will not affect performance under such assignment."