



<b>POLICY TITLE</b>	Salaried Faculty Overload	<b>Policy Number</b>	642
<b>Section</b>	Academics	<b>Approval Date</b>	June 11, 2008
<b>Subsection</b>	Faculty	<b>Effective Date</b>	June 11, 2008
<b>Responsible Office</b>	Office of the Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

**1.1** To maintain educational quality, a student-centered environment, and acceptable faculty workloads, this policy sets parameters for salaried faculty overload. This policy and UVU Policy 641 *Salaried Faculty Workload—Academic Year* support effective planning and resource allocation regarding faculty work.

### 2.0 REFERENCES

**2.1** Utah State Board of Regents' Policy R312 *Configuration of the Utah System of Higher Education and Institutional Missions and Roles*

**2.2** Utah State Board of Regents' Policy R485 *Faculty Workload Guidelines*

**2.3** UVU Policy 321 *Employment Classifications and Work Limitations*—TEMPORARY EMERGENCY

**2.4** UVU Policy 641 *Salaried Faculty Workload—Academic Year*

### 3.0 DEFINITIONS

**3.1 Academic Credit Hour Equivalents (ACHE):** The unit of measure for academic activities as determined by the department, school, and Senior Vice President of Academic Affairs (SVPAA). ACHE establishes equivalents for activities including, but not limited to, scholarship, research, creative activities, program development, and public and community service.

**3.2 Academic year:** Fall and Spring semesters combined. Summer-term work is excluded from this policy.

**3.3 Governance Credit Hour Equivalents (GCHE):** The unit of measure for participating in academic and university governance as defined by the SVPAA and in accord with university and Regents' guidelines. GCHE establishes equivalents for activities including, but not limited to,



serving as a program coordinator, department chair, or senate officer, and specific types of committee work.

**3.4 Instructional Credit Hour Equivalent (ICHE):** The unit of measure for instructional activity as defined by university policy, Regents' policy, and Regents' reporting guidelines. ICHE incorporates credit, lecture, and lab hours, plus factors including, but not limited to, mode of instructional delivery, class size, and individualized instruction.

**3.5 Overload:** That portion of a salaried faculty member's workload greater than 30 WCHE (see section 4.2 below) for an academic year. Only ICHE can be reported and compensated as overload.

**3.6 Salaried faculty:** A faculty position categorized as .75–1.00 full-time equivalent (FTE) that can reasonably be expected to last six consecutive months or longer, funded from salaried budgeted dollars, and provided a benefit package. In this policy, the term "faculty" means a salaried faculty member.

**3.7 Workload Credit Hour Equivalent (WCHE):** The total of a faculty member's formally tracked workload. WCHE is the total of ICHE (Instructional Credit Hour Equivalent) + ACHE (Academic Credit Hour Equivalent) + GCHE (Governance Credit Hour Equivalent).

#### 4.0 POLICY

**4.1** The assignment of all credit-bearing instruction for the University during the academic year by salaried faculty is governed by UVU Policy 641 *Salaried Faculty Workload – Academic Year* and this policy. All university credit-bearing instruction including day, evening, weekend, off-campus, and distance education contribute to a faculty member's ICHE regardless of time, location, or source of funding.

#### 4.2 Overload

**4.2.1** Overload may be requested of a faculty member in response to university need, but faculty members shall not be required to accept overload.

**4.2.2** Faculty members may request overload, but overload is not a faculty right and cannot be guaranteed. Faculty members who desire overload and who have satisfactory performance shall have priority for course sections over adjunct faculty.

**4.2.3** Only ICHE may be reported and compensated as overload. Faculty members may have overload in the same academic year that they have ACHE and/or GCHE.

**4.2.4** When overload occurs, faculty members shall be compensated for ICHE equal to the number of credit hour equivalents greater than 30 WCHE.



**4.2.5** Faculty members shall be compensated for overload in the same fiscal year in which it occurs.

**4.2.6** Faculty members shall not have greater than 20 WCHE in a given semester and shall not have greater than 40 WCHE for the academic year.

**4.2.7** The office of the SVPAA shall annually publish to an academic affairs website overload statistics for the academic year by May 1. Such publications shall report overload by school/college and department.

## 5.0 PROCEDURES

### 5.1 Reporting of Credit-Bearing Instruction for Weekend, Off-Campus, and Distance Education

**5.1.1** Before faculty member workloads are finalized, faculty members shall communicate to their department chair(s) any weekend, off-campus, or distance education credit-bearing instruction that is planned. In addition, department chairs and deans shall receive reports for the faculty members in their areas regarding credit-bearing instruction for weekend, off-campus, and distance education from the units handling these assignments. Faculty workload reports shall be amended and updated to reflect all credit-bearing instruction.

### 5.2 Approval of Overload

**5.2.1** All proposed overload assignments shall be cooperatively planned between faculty members and their department chairs.

**5.2.2** Department chairs shall discuss proposed overload assignments with their dean prior to the finalization of faculty workloads. Department chairs shall make a recommendation to the dean about whether proposed overload assignments shall be granted based on factors such as departmental need and satisfactory performance of the faculty member. Deans have the authority to approve or deny proposed overload assignments.

**5.2.3** Deans who deny proposed overload assignments shall communicate the decision in writing to the faculty member as soon as possible, but no later than April 15 when the overload is part of the annual planning of faculty workloads. If the proposed overload assignment is not part of the regular annual planning of faculty workload but arises during the course of the academic year, the dean shall communicate the decision to deny proposed overload assignments as soon as possible.

**5.2.4** Faculty members who wish to appeal the denial of proposed overload assignments shall have 15 working days to appeal, in writing, to the SVPAA. The decision of the SVPAA shall be



binding on all parties and shall be communicated to the faculty member, department chair, and dean in writing within 10 working days.

### **5.3 Compensation for Overload**

**5.3.1** Faculty members who have overload assignments shall be paid at the overload rate approved annually by the University's Board of Trustees and posted on the Human Resources website.

<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>