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November 25, 2009

College of Agriculture Faculty and Administrators:

I am forwarding recently established College Guidelines for Teaching Overload and Compensation. This document was reviewed by chairs and others, revised and finally reviewed and endorsed by the Ag Faculty Council. It will be posted on the administrative web site.

Note that these are designated as guidelines, allowing some flexibility to respond to varying needs and expectations among departments. However, university regulations do require that all faculty overloads be approved at the college dean's level and this document should give you an indication of what will normally be approved and what will not.

Recently, after these guidelines were drafted, the provost charged a committee to review teaching overloads and incentives. This committee's initial recommendations have yet to be released, but preliminary communication with the deans suggests that their recommendations are likely to be consistent with these guidelines. I believe I can pass along one of the stated goals of that committee: "The colleges should gradually convert from using faculty overload compensation and part-time instructors to more stable instructional resources such as additional faculty and full-time instructors."

If you have questions about the application and interpretation of these guidelines, please feel free to contact me.

#### MEMORANDUM

November 25, 2009

TO: College Faculty and Administrators  
FROM: Scott Smith  
SUBJECT: Teaching Overload and Compensation

At the present time, our College policies and guidelines related to teaching overload and supplemental compensation appear to be:

- Unclear
- Inequitable and inconsistent for 9-month vs. 12-month faculty
- Inconsistent with other Colleges

- Inconsistent among our own departments
- Questionable to the extent that faculty may, in effect, be paid twice for some teaching, receiving both supplemental compensation and DOE credit for the same activity.

The issue is greatly complicated by the inexplicable, variable and poorly understood web of university practices and policies on incentives or tuition “rebates” for evening/weekend, winter session, distance learning or off-campus classes. What follows is an initial attempt to clarify and articulate fair and reasonable practices for the College of Agriculture.

### **Guidelines for Teaching Overload and Supplemental Compensation of Faculty in the College of Agriculture**

- 1) Unless stated otherwise, all guidelines stated below apply to 12-month faculty throughout the calendar year, and to 9-month faculty during the period August 16 through May 15.
- 2) Under no circumstances will faculty receive both supplemental compensation and Distribution of Effort credit for the same teaching activity.
- 3) By regulation, overloads for any purpose require approval by the Dean. Instruction-related overloads will be reviewed and approved by the Chair, the Associate Dean for Academic Programs (ADAP) and the Dean.
- 4) Faculty will normally not be approved for teaching overload in a degree program that their department directs, or co-directs in the case of multi-department programs. Exceptions may be made, by mutual agreement of the chair and faculty member, and approval by the ADAP, for essential courses when no alternative instructors are available. Under some uncommon circumstances, Distance Learning courses may also be exempted (see below).
- 5) Faculty will normally be approved to teach overload outside of their department’s own programs and be eligible for supplemental compensation, with completion of an internal overload form, approval of their chair and the ADAP, assuming the overload assignment is deemed not to conflict or compete with in-load assignments.
- 6) Faculty teaching Evening/Weekend “growth” classes will not be approved to receive supplemental compensation. Any such teaching will be in-load (included in DOE calculations). Incentive funds received for E/W classes will remain with the department for reinvestment in instructional programs.
- 7) Faculty teaching Distance Learning courses normally teach in-load (no supplemental compensation, with DOE credit). DL courses may be approved as overload (supplemental compensation allowed, no DOE credit) only when justified on the basis of benefits to students (e.g., access, facilitates retention and graduation) or the inability of the department to deliver a required or essential course by any other means. Such overload assignments must be reviewed and approved by the Chair, the ADAP, and Dean.
- 8) Compensation for faculty teaching DL courses in approved overload will be no greater than the net incentive funds generated by the course. Supplemental compensation will not exceed that fraction of base salary normally associated with DOE that would be attributed to the teaching activity. (Example: a 3 credit course with 20 undergraduates would be 12.5% of annual DOE for a 9-month faculty. The faculty member could receive no more than an amount equal to 12.5 percent of their base salary as supplemental compensation.)

- A. Any additional incentive funds received for DL courses will be allocated 80% to the generating department and 20% to the college ADAP for reinvestment in instructional programs.
- B. Teaching during summer sessions by 9-month faculty is subject to agreement by the chair and faculty member. The guidelines above are not intended to alter practices on compensation of faculty for summer or winter intersession teaching.