



POLICY SOURCE

BOT 2-3-401(3) Workload Assignments

(b) **Overloads.** Each full-time faculty member or exempt administrator who is meeting all contractual responsibilities in areas including administration, teaching, advising, service and scholarship/creative activities may teach for supplemental pay one overload course of up to five credit hours per semester for resident instruction or extended studies. An overload must be approved by the department chair/school director and dean. Any exceptions to the one overload course limit must be approved by the Chief Academic Officer. The pay rate for all courses taught as an overload can be found in University Regulations [3-3-701(2)].

HLC FACULTY QUALIFICATIONS

Criterion 3, Core Component 3.C.2

All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs.

Staff who meet the qualifications to teach a given course, as determined by the program's HLC Qualifications Standards, are eligible to teach one course for up to five credits per semester^{***}. Board policy specifies that approval to teach must be provided by the staff member's supervisor and the Dean/AVP of the college or division in which the staff member is employed. Staff hired to teach during regular work hours, or those who teach online courses and access the courses during regular work hours, may receive overload compensation pay at the adjunct rate for the college in which the course is offered. In such cases, the staff member remains responsible for performing all regular responsibilities. Alternately, staff members seeking to teach during regular work hours may request release time from their regular responsibilities with the approval of their supervisor. Where release time is approved, the staff member will not receive overload compensation. Staff teaching outside of regular work hours will be compensated at the adjunct rate for the college.

Supervisors should carefully consider the potential impact on unit operations and direct services to students before approving requests for staff to teach during regular working hours. The time commitment for teaching extends beyond the in-class commitment and can be calculated at 3 hours commitment per credit (i.e., a three-credit course will require a nine-hour time commitment from the staff member).

Staff wishing to teach at UNC must obtain the necessary approvals by completing this form. This form must be completed regardless of whether course is in person or online, and regardless of the time of day the course will be taught.

CLASS INFORMATION

Course to be taught*							
Chair/Director of Course Program							
Semester	<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING	<input type="checkbox"/> SUMMER	Year	Class Time	to	Class Day(s)
Employee Request: <input type="checkbox"/> Release Time OR <input type="checkbox"/> Overload Compensation**							

* Note, staff members teaching graduate level courses must obtain graduate faculty status.

**Staff may receive release time or overload compensation, not both.

*** Staff may not teach more than one course per semester.

Approval Form for Administrative Staff Teaching Course at UNC



UNIVERSITY OF NORTHERN COLORADO

Office of Human Resources

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COLORADO

Employee – By signing this form, you acknowledge that if you receive overload pay for a course taught during regular work hours, you are responsible for performing all regular job duties, even if doing so requires working outside of regular work hours. You further acknowledge that in keeping with BPM, you are limited to one overload course between 1 and 5 credits – regardless of whether you are paid for an overload or receive release time.

Employee Name:

Date:

Signature

Supervisor – By signing this form, you acknowledge that the employee named above is authorized to teach during the semester indicated, on the day(s) and times listed. In addition, you are certifying that the time spent teaching (3 hours per 1 credit) will not negatively impact unit operations or direct services to students.

Name:

Title:

Date:

Signature

Employee Approved for: Release Time OR Overload Compensation**

Dean/AVP – By signing this form, you acknowledge that the employee named above is authorized to teach during the semester indicated, on the day(s) and times listed. In addition, you are confirming that the time spent teaching (3 hours per 1 credit) will not negatively impact unit operations or direct services to students.

Name:

Title:

Date:

Signature

SIGNATURES

** Staff may receive release time or overload compensation, not both.