

Policy No. 105

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Area: Academic Affairs

Adopted: April 24, 2009

Certified by _____
Colette P. Burnette
Vice President for Administration, CFO

Revisions Approved:

SUBJECT: **Policy on Overload and Adjunct Teaching Hours**

Full-Time CSU Faculty

1. Full-time Central State University faculty may teach a maximum of 6 credit hours or 2 classes (whichever is greater) beyond the normal work load of 12 hours per semester. The total must include the normal teaching load, overload teaching on the main campus and/or at CSU West, and teaching at other institutions.
2. For full-time faculty with released time, the credit-hour equivalency of the released time must be included in the 18-hour limit per semester.

- Example:

A faculty member with 3 credit hours of released time to work on a grant or other special project must include the 3 credit hours of released time in computing whether the total load per semester is within the 18-hour limit.

3. Payment for overload teaching will be made at the end of each Spring Semester, and be based on the actual number of credit or contact hours in excess of the normal teaching load of 24 hours per year.
4. Any exception to the policy must be approved in advance by the Dean and the Vice-President for Academic Affairs.

Full-Time CSU Administrators and Staff

1. Full-time CSU administrators and staff may teach up to six hours or two courses (whichever is greater), with prior approval of the supervisor. If the course(s) occur during the individual's normal work hours, the *Approval Form for Full-Time CSU Employees who Teach as Adjuncts* must be completed and attached to the EAF. In such cases, supervisors of administrators or staff must ensure that they make up the hours lost to the classroom. If the administrator or staff member is paid from restricted funds, approval to teach must also be secured from the Office of Sponsored Programs and Research and/or the Title III Director, as appropriate.

2. Administrators and staff working on supplemental contracts must count the credit hour value of that work against the six-hour adjunct teaching limit. For example, if a staff member is already employed under a supplemental contract requiring three hours per week beyond the normal work hours; adjunct teaching must be limited to three hours, bringing the employee to the limit of six hours per week.
3. Any exception to the policy must be approved in advance by the Supervisor and the Area Vice-President.

Adjunct Faculty not otherwise employed at Central State University

1. Adjunct faculty employed full-time in non-teaching positions elsewhere may teach a maximum of 8 credit hours per semester at Central State University.
2. For adjunct faculty teaching at one or more other institutions, assigned teaching at Central State must not cause the combined teaching load for all institutions to exceed 18 credit or contact hours per semester.
3. Any exception to the policy must be approved in advance by the Dean and the Vice-President for Academic Affairs.

Approval Form for Full-Time CSU Employees who Teach as Adjuncts

This form must be completed and included with the EAF in all cases where an administrator or staff member teaches classes during the employee's normal work hours.

Name: _____

Position and Department: _____

Semester and Year: _____

Course(s) to be taught (may not exceed 6 cr. hrs. or 2 classes, whichever is greater):

Course Prefix	Course Number	Title	Day(s)	Time	Location

Current supplemental contract work being performed (hours per week): _____

If teaching will occur during the employee's regular work hours, explain how the missed work hours will be made up: _____

Approvals:

Employee's Supervisor: _____ Date: _____

Department Chair: _____ Date: _____

Additional approval(s) required for employees whose full-time salary is paid from restricted funds:

Restricted Fund Project Director: _____ Date: _____

Director, OSPR: _____ Date: _____
