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SUBJECT: Assigning Faculty Overloads  
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Policy for: Academic Affairs  
Procedure for: USC Upstate  
Authorized by: Clif Flynn  
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## I. Policy

As a rule, overloads should be avoided, as they are costly financially, pedagogically, and often, administratively. They are also potentially ethically problematic. Having an increased workload takes away from time that should be devoted to one's normal responsibilities. Certainly there are times when overloads are necessary – emergencies, late resignations, limited faculty members with a particular area of academic specialization, and the like – and administrators can deal with those circumstances accordingly. But in general, the practice of granting overloads is inconsistent and can lead to inequities, is expensive, and most importantly, diminishes both teaching and administrative effectiveness. Further, it is bad practice to give someone a one- or two-course release to NOT teach so that they can fulfill their administrative responsibilities, and then pay them to teach an additional course, keeping them from devoting needed time to the very responsibilities for which they received reassigned time in the first place. In addition, chairs and directors assigning themselves overloads presents a conflict of interest that should be avoided except in rare cases.

## II. Procedure

- Paying faculty to teach an overload should be the last resort. First, administrators should consider the following solutions:
  - Giving a course off the next semester
  - Hiring an adjunct
  - Adjusting the schedule and reassigning courses
- No faculty member should ever be given more than a 1-course overload in a semester
- Overloads must be monitored to ensure equity so that the same faculty members are not granted overloads semester after semester.
- Those individuals who are already receiving course releases due to their administrative responsibilities – associate deans, assistant deans, chairs, assistant chairs, directors, and coordinators – are not eligible for an overload.

Any exception to this policy must be approved by the appropriate Dean and the Senior Vice Chancellor for Academic Affairs.