

**Policy on Supplemental Pay for Overload Teaching**  
**College of Engineering and Applied Science**  
**Approved 9/25/06 by the Administrative Council; Revised 11/12/08**

The Boulder campus policy on additional pay for faculty may be found at <http://www.colorado.edu/facultyaffairs/>. Consistent with this policy, the College of Engineering and Applied Science (CEAS) permits additional pay to full-time faculty for overload teaching during the academic year only in special circumstances and limited to at most one course per semester. This limit includes overload courses taught through Continuing Education and Professional Studies, on the Boulder campus inside or outside the College of Engineering and Applied Science, and on other CU campuses. Faculty who teach at non-CU campuses must report such efforts under the "1/6<sup>th</sup> Rule" (see <http://www.colorado.edu/facultyaffairs/atoz/one-sixth-rule.pdf>). Faculty and unit leadership should be sure that overload teaching and outside commitments under the "1/6<sup>th</sup> Rule" do not compromise faculty performance as well as basic academic assignments of teaching, research, and service.

In general, additional teaching associated with another unit that is not the faculty member's home unit may be compensated by additional pay, if it is above and beyond the normal teaching duties assigned by the home unit and does not interfere with the teaching, research and service expectations of the home unit. Overload teaching during a semester within the faculty member's home unit is normally expected to be recognized by a differentiated workload, an adjustment in teaching assignment in a subsequent semester, or a favorable consideration as part of the annual merit evaluation process; however, supplemental pay for overload teaching in the home unit may be requested when a differentiated workload or adjustment is not feasible.

To request supplemental pay for overload teaching during the academic year, the faculty member and his/her chair or director should write a memo to the Dean of CEAS, describing the overload teaching assignment (including course number/title and estimated number of students) and the pay rate to be provided. The request should also certify that the teaching assignment is an overload, above the normal duties of the faculty member, but that the normal teaching, service and research responsibilities of the faculty member will still be met. (See: <http://engineering.colorado.edu/facultystaff/forms.htm> Offer Letter Templates/Additional Job for a template for the memo.) The request must be approved by the faculty member's department chair and dean, **no later than the 20<sup>th</sup> of the month prior to the start of the semester in which the overload teaching is to take place.**

Compensation for overload teaching that involves a transfer of funds to an account controlled by the faculty member, rather than additional pay, is also subject to the same review and approval procedures noted in the preceding paragraph. An exception is teaching of a class that has CAETE students who represent an overload assignment, in addition to regular students who represent a normal assignment. In this case, the department may transfer a portion approved by the department chair of the CAETE reimbursement to an account managed by the faculty member, and the Dean's approval is made implicit by this policy.

With regard to Summer Session teaching, approval normally will be granted to teach no more than one course during any single Summer Session. Concurrent course teaching in overlapping Summer Session terms will be discouraged. A faculty member may elect to teach up to three, one-credit hour courses during a Summer Session term.

Self-paced courses taught through Continuing Education and Professional Studies will not count against overload teaching limits. If you believe that an exception may be pertinent, an appeal may be sent to the Dean.