On-Line Faculty Overload Procedures

The following procedures guide through the standard processes of calculating on-line faculty overload pay. Because unique circumstances may exist, please contact the Human Resources Department with any questions.

1. Overload calculations will be calculated and verified by Academics. Human Resources will prepare appropriate payroll documentation and ensure payment is made.

2. An additional letter of assignment that includes the overload compensation information will be issued to the faculty and signed by the faculty prior to the course beginning.

3. A course is normally capped at 25 students, however, the Associate Dean of Academics can allow for the cap to be raised to 45. Compensation for the additional students will be calculated as follows:

   a. $72/student  
      1-5 additional students = $360  
      6-10 additional students = $720  
      11-15 additional students = $1,080  
      16 – 20 additional students = $1,440

If there are more than 45 students enrolled, the course will be split into 2 separate sections.