



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

# Human Resources Guideline & Interpretation

## State University Faculty Overload Pay Procedures

### CMP0006

**Purpose:** The purpose of this procedure is to provide compensation guidelines for faculty overload assignments in accordance with the language in the IFO bargaining agreement.

**Affects:** All universities

**Authoritative References:** [Agreement Between IFO and MnSCU, Articles 10 & 12](#)

**Required Forms:** None

**Responsibility for Implementation:**

University academic managers and HR Directors

**Attachments:** None

**Introduction:**

Overload compensation for instructional activities shall be paid to faculty members for approved assignments only when it has been determined that the regularly scheduled and assigned classroom teaching workload of a teaching faculty member exceeds fourteen (14) credit hours per semester or twenty-four (24) credit hours per academic year. Approval must include the signature of the academic vice president or his/her designee(s).

Overload compensation shall not be paid for teaching workload in excess of twelve (12) credit hours per academic semester, but not more than fourteen (14) per academic semester, until it has been determined that such teaching workload credits are in excess of twenty-four (24) credit hours per academic year. (Ordinarily, this will occur only in the final term of the academic year.)

The following illustrations may be helpful:

1. The regularly scheduled and assigned classroom teaching workload of the faculty member is determined to be twenty-four (24) credits at the beginning of the academic year, and no semester credit total exceeds fourteen (14) credits. Any approved additional teaching workload results in overload compensation paid in the first semester in which the excess load occurs. (While this application is possible under contract language, lack of certainty regarding spring semester class offerings may make it impractical since a reduction in credits for the year could result in an overpayment which would then need to be repaid to the state. [For example, if a faculty member is assigned thirteen (13) credits during fall semester, the spring semester load might be reduced below twelve (12) credits. In such circumstances, no overload would be paid.]

The regularly scheduled and assigned classroom teaching workload of the faculty member is determined to be twenty-four (24) credits at the beginning of the academic year, and at least one semester credit total exceeds fourteen (14) credits. Overload compensation for credits that exceed fourteen (14) credits shall be paid in the term(s) taught. For example, in the following case, two (2) credits of overload compensation shall be paid fall semester:

Semester	Fall	Spring	Total
Regular Instruction	14	10	24
Overload	2	0	2
<b>Totals</b>	<b>16</b>	<b>10</b>	<b>26</b>

In this case, overload compensation for any additional approved teaching workload is dependent both upon the semester in which it is taught and the amount assigned. If an additional three (3) credits are approved for fall semester, overload compensation shall be paid for three (3) credits fall term. If an additional three (3) credits are instead approved for spring term, overload compensation shall be paid for three (3) credits during spring semester.

3. The regularly scheduled and assigned classroom teaching workload of a full-time faculty member is not determined to be twenty-four (24) credits at the beginning of the academic year. Overload compensation must be paid for any semester credits taught which are in excess of fourteen (14) credits in the term taught. For example, additional overload compensation for credits between twelve (12) and fourteen (14) credits shall be paid only when it has been determined that those credits are in excess of a regular instructional base of twenty-four credits per academic year.

The following two examples illustrate this situation:

- a. No overload compensation paid.


Semester	Fall	Spring	Total
Regular Instruction	10	unknown	unknown
Additional Assignment	4		4
<b>Totals</b>	<b>14</b>	<b>unknown</b>	<b>unknown</b>

- b. Two (2) credits of overload compensation paid fall semester.

Semester	Fall	Spring	Total
Regular Instruction	12	unknown	unknown
Additional Assignment	4		4
<b>Totals</b>	<b>16</b>	<b>unknown</b>	<b>unknown</b>

4. A part-time or adjunct faculty member with ten (10) credits fall semester receives an additional approved five (5) credits during fall semester. Pay 15/24<sup>th</sup> of base salary.
5. A full-time faculty member with a 1.000 FTE non-instructional assignment receives an approved four (4) credit instructional assignment. Overload compensation shall be paid in the term in which the four (4) credit course is taught.

**Original approval:** July 18, 1994  
**Revised:** November 1, 2000  
September 23, 2002  
February 9, 2007

  
\_\_\_\_\_  
**Vice Chancellor, Human Resources**

February 12, 2007  
\_\_\_\_\_  
**Date**