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**Subject: Teaching Credit Classes and Overload Compensation for Administrative and Professional Faculty Members**

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## **1. Purpose**

The purpose of this policy is to authorize overload compensation for Administrative and Professional (A/P) faculty teaching undergraduate or graduate credit courses at Virginia Tech. The policy provides guidelines for A/P faculty members whose normal job responsibilities do *not* include teaching. Individuals teaching classes as part of their normal full- or part-time positions are not eligible for additional compensation. In addition, this policy only applies to A/P faculty members who have full responsibility for teaching a class. Occasional lectures, supervision of interns or practicum students, or other minor instructional support activities are typically not compensated.

## **2. Policy**

It is the policy of Virginia Tech to allow appropriately credentialed A/P faculty to teach graduate or undergraduate courses at the university if requested to do so by an academic program and with the approval of the employee’s department head (or supervisor in cases where the employee is the department head). Academic departments may employ full-time A/P faculty to teach one course per semester. The A/P faculty member must hold at least the minimum credentials required for teaching courses at various levels in accordance with the Southern Association of Colleges and Schools (SACS) expectations (see section 2.5.10 of the Faculty Handbook). It is the responsibility of the teaching department to verify and document appropriate credentials for all teaching faculty. The A/P faculty member may receive payment for teaching credit courses (overload pay) only when such teaching is not part of the normal expectation for the position. Teaching for supplemental compensation is included within the overall time and income limitations defined in the consulting policy in the Faculty Handbook.

A/P faculty members with appropriate credentials who make long-standing and significant contributions to an academic program may be considered for academic rank and promotion, without implications for tenure, in accordance with section 7.1.2 of the Faculty Handbook.

## **3. Procedures**

The following procedures were developed to provide guidelines for A/P faculty teaching classes at the university:

1. The specific requested teaching assignment (semester, day of week, time, and the course) should be approved in advance by the faculty member’s own department head. The department head also determines whether the teaching assignment should be considered within the faculty member’s normal job responsibilities, and thus not eligible for additional compensation. The agreement may be multi-year and revisited periodically if the instructional assignment is expected to be on-going.
2. In approving or disapproving the requested teaching assignment, the department head should consider the employee’s ability to manage additional work outside of usual job expectations, whether the course is scheduled during normal hours of work, and whether the scheduled absence and additional responsibilities would create undue disruption. The benefit to the faculty member for his or her professional development and contribution to

the academic program requesting services should also be considered. Although engagement of the A/P faculty with the instructional mission of the institution is to be encouraged, teaching on an overload basis is not a right. Continued satisfactory performance in the primary position is essential and is the basis of the annual performance evaluation and merit adjustment.

3. Compensation for teaching classes is negotiated between the academic department and the A/P faculty member based on the rate paid by the department for other adjunct faculty with similar experience/qualifications for the same or similar course. The A/P faculty member may agree to teach without additional pay or may receive an allocation of professional development funds instead of salary; however, department head approval for the additional assignment is still expected.
4. Wage payments are made through University Policy 4296, Adjunct and Wage Faculty Payments (P14 Payments) (<http://www.policies.vt.edu/4296.pdf>). The overload payment is initiated by the academic department; it requires approval by the academic department head, the employee's department head and senior manager, and the provost. Approval by the employee's department head on the P14 may serve as documentation of approval for the overload assignment, if not done as a separate agreement.
5. Teaching credit courses for overload pay is included within the overall limitations defined in the consulting policy in section 2.14 of the Faculty Handbook, that is, no more than one day per week or five days in a five-week period. Compensation for approved supplemental activities (e.g. non-credit continuing education programs, teaching credit courses on overload) paid through the university may not exceed 33 1/3% of the contract-year salary during the period of the contract and 33 1/3% of salary during the summer for those on an academic-year appointment.
6. Human Resources will provide an annual report to the President and the Executive Vice President and Provost by March 1 each year showing the names of faculty receiving payment under this policy, names and term(s) of classes taught, and enrollment per class for the academic year in progress. The President retains the right to suspend overload payments in subsequent terms in cases of budget constraints or abuse of the policy.

## 4. References

Virginia Tech, Faculty Handbook

[http://provost.vt.edu/faculty\\_affairs/faculty\\_handbook.html](http://provost.vt.edu/faculty_affairs/faculty_handbook.html)

University Policy 4296, Adjunct and Wage Faculty Payments (P14 Payments)

<http://www.policies.vt.edu/4296.pdf>

## 5. Approval and Revisions

Approved by the Commission on Administrative and Professional Faculty Affairs: September 10, 2008

Approved by University Council: October 20, 2008

Approved by the President: October 20, 2008

Approved by the Board of Visitors: March 23, 2009

- Revision 1

Updated references and hyperlinks.

Section 2: Removed paragraph regarding teaching of classes at a separate institution (to align with the Resolution on Faculty Outside Employment, approved June 7, 2010 by the Virginia Tech Board of Visitors, revising the consulting policy to permit faculty outside employment).

Approved October 5, 2012 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 2

Technical corrections to update references.

Approved January 19, 2017 by Vice President for Administration, Sherwood G. Wilson.