The Faculty Council Recommends to President Hargis that:

“Procedures to Govern Overload Pay” be created to clarify the circumstances in which overload pay may be approved and to provide for procedures to request and document overload pay.

Background and Rationale:

Creation of this policy was suggested by the Provost’s Task Force on Faculty Overload and Workload and was reported to Faculty Council in Summer 2012. The Faculty Committee met during August and September to consider the report and makes the recommendation to establish the policy as indicated below, consistent with all task force suggestions. A similar policy, 2-0111 “Procedures to Govern Overload Assignments, Outside Professional Activities, and Other Outside Activities of Faculty Members,” defines overload assignment and establishes that faculty may be paid, preferably at normal salary rate, when taking on such assignments. It also establishes that faculty are free to decline overload assignments “without prejudice.”
PROCEDURES TO GOVERN OVERLOAD PAY

INTRODUCTION

1.01 Overload pay is direct monetary compensation paid by the university to an individual for activities in excess of the full-time assignment as defined in 2-0110 “Procedures to Govern Workload Assignments of Faculty Members.”

1.02 Policy applies to full-time faculty members, academic staff, and academic administrators.

1.03 Overload pay may apply to overload assignments in teaching and extension/outreach.

PROCEDURES

2.01 Approval may be granted for overload pay assignment when the following conditions are met:

a. The faculty member, academic staff member, or academic administrator is fulfilling the requirement of the full-time workload assignment in a satisfactory manner.

b. The unit head determines that the overload work assignment is necessary, it constitutes a substantial increase in regular workload, it cannot be handled reasonably through other mechanisms (e.g. subsequent release time), and it will not adversely affect the individual’s performance of his/her regular duties.

c. The “Request for Overload Pay” form is completed prior to the start of the overload assignment.

2.02 Approval of the Provost and the OSU Board of Regents is required for overload pay when total compensation exceeds 13 months of salary. In cases when advance approval of the OSU Board of Regents is not possible, the Provost will inform the Board of his/her approval.
OKLAHOMA STATE UNIVERSITY
REQUEST FOR OVERLOAD PAY

Name:

Department/unit:

Campus address:

Description of the overload assignment (attach additional pages if necessary):

Duration of overload assignment:

Start date:
Completion date:

Amount of overload pay requested (salary months and fractions thereof):

________________________________________________________________________
Signature & date

ADMINISTRATIVE ACTION
The faculty member, academic staff member, or academic administrator named above is fulfilling the requirement of the full-time workload assignment in a satisfactory manner, the overload work assignment is necessary, it constitutes a substantial increase in regular workload, it cannot be handled reasonably through other mechanisms (e.g. subsequent release time), and it will not adversely affect performance of his/her regular duties.

Amount of overload pay approved:

________________________________________________________
Date ________________________ Signature of department/unit head

________________________________________________________
Date ________________________ Signature of dean

If overload pay results in total compensation exceeding 13 months of salary, approval of the Provost and OSU Board of Regents is required. In cases when advanced approval of the OSU Board of Regents is not possible, the Provost will inform the Board of his/her approval.

cc: Dean
    Department/unit head
    Applicant