

Lydia Lee

From: Debora A. Chan-Southwell <debora.southwell@provost.usc.edu>
Sent: Wednesday, September 13, 2017 10:42 AM
To: Lydia Lee; Jacob Beal
Subject: Overloads

Hi Lydia and Jake,

We do not have any written overload guidelines this year. I normally include the guidelines in our FSMS training, but at the February training, David was still waiting for a Provost directive.

These are the current procedures that we have been following this year:

- Dean-approved overloads: The dean can approve
 - First fall course overload at the school's standard overload rate
 - First spring course overload at the school's standard overload rate
 - Non-degree teaching overloads
 - Continuing education overloads
- All overloads are entered into the contract under Supplemental Salary – both dean-approved overloads and provost-approved overloads.
- When you submit a request to me to release a contract to add in a dean-approved overload, please include:
 - Employee name
 - Employee 7-digit ID
 - Overload description (e.g., course number, course name, amount)
 - Reason for need for the overload (e.g., faculty on leave, unexpected large enrollment numbers, etc.)
 - Core
 - Current approved overloads (both dean-approved and provost-approved but excluding the current request)
 - Total overloads if the new requested overload is approved
- Late overloads (i.e., overloads given to you after the activity/task/service has been completed)
 - Keep the documentation showing that the overload request was submitted late
 - Make sure the faculty member is paid
 - Add the overload to the contract if the fiscal year is open (for example, it is now too late to enter in FY17 overloads)
 - If an overload should have been provost-approved, you should submit the overload to us for information, and we will acknowledge receipt of the information, but the vice provost does not give retroactive approval
- Overloads submitted to the vice provost for approval
 - Must be in advance of the activity/task/service to take place
 - Attach in your email to me a short memo from the dean to the vice provost including:
 - Employee name
 - Employee 7-digit ID
 - Overload description (e.g., course number, course name, amount)
 - Reason for need for the overload (e.g., faculty on leave, unexpected large enrollment numbers, etc.)
 - Core
 - Current approved overloads (both dean-approved and provost-approved but excluding the current request)
 - Total overloads if the new requested overload is approved

- Note that your request to me to release a faculty contract for a dean-approved overload, or the dean's memo to the vice provost requesting overload approval can be very short and no lengthy explanations are needed.

Hope this is helpful.

Thanks,
Debora