

## MID-YEAR OVERLOAD GUIDELINES

### DEAN-APPROVED OVERLOADS

The School's overload rates for the current fiscal year are approved in the annual faculty salary proposal or in a separate submission from the dean to the Executive Vice Provost.

- Up to 4 units overload in Fall semester OR a service overload in Fall semester up to the school's standard overload rate for a 4-unit course,
- Up to 4 units overload in Spring semester OR a service overload in Spring semester up to the school's standard overload rate for a 4-unit course,
- Summer Pay up to 3/9 of core pay for academic year (9-month) faculty (Faculty Handbook 3-D (2)(a))
- Summer Research Pay for academic year (9-month) faculty for up to 2 months of IBS when permitted by a grant (Faculty Handbook 3-D (2)(a))
- Non-degree or continuing education teaching overloads (use object code NT—11217 for exempt faculty and NTN—12777 for non-exempt)
  - ⇒ LIMITATION: the total number of days of activity cannot exceed the "one day per week on average" during the contract period

### OVERLOADS FOR PROVOST APPROVAL

Any overload or supplemental salary not eligible for dean-approval (see also the separate AFA guide for mid-year administrative appointments) is submitted to the provost for **advance** approval.

Dean submits a memo to the Executive Vice Provost requesting approval. The request must be in **advance** of the activity/task/service to take place. The memo should include:

- ⇒ Employee name
- ⇒ Employee 7-digit ID
- ⇒ Overload description (e.g., course number, units, amount)
- ⇒ Reason for need for the overload (e.g., faculty on leave, need for an additional class due to unexpected large enrollment, etc.)
- ⇒ Core
- ⇒ Amount of current approved overloads (both dean-approved and provost-approved but excluding the current request)
- ⇒ Amount of total overloads including the requested overload

Once the dean or provost approves as required above, the School Faculty Affairs office (1) uploads the approval to the gold files and (2) enters the overload into Workday as Period Activity Pay and includes a description of the approval in Comments.

Samples include (but are not limited to):

- ⇒ Provost-approved [**specify** the type of pay approved—e.g., second overload, bonus, incentive, other faculty supplement, etc.]
- ⇒ Dean-approved first fall overload;
- ⇒ Dean-approved first spring overload;
- ⇒ Dean-approved summer pay less than or equal to 3/9 core pay;
- ⇒ Dean-approved summer research less than or equal to 2/9 IBS;
- ⇒ Dean-approved non-degree overload that does not exceed one day per week on average.

## Faculty Compensation for Non-Degree Teaching Activities

It is increasingly difficult to align faculty compensation for non-degree teaching within faculty activity profiles and compensation guidelines established for primary academic duties. Market forces and the distinctively different modes in which non-degree teaching is delivered make it an uneasy fit with the concept of a “teaching overload” and not comparable to core faculty activity.

Faculty Handbook Section 3-I (3) “Outside Consulting” sets forth guidelines for faculty to receive recognition and compensation beyond their core university employment responsibilities. Interpreting that section to include work by faculty in executive education, continuing education, or other non-degree teaching activities that are paid directly by USC will benefit both USC-sponsored programs and faculty.

The following principles shall guide faculty compensation for non-degree teaching programs:

- The total number of days of activity cannot exceed the “one day per week on average” during the contract period as set forth in the Faculty Handbook. (Days may be aggregated to accommodate program schedules as long as there is no negative impact on core academic responsibilities). The total number of days of non-degree teaching and outside consulting during any contract period may not exceed the “one day per week” specified in the Faculty Handbook.
- Compensation for non-degree teaching is determined by the school dean based on individual faculty expertise and market forces to provide USC faculty with the opportunity to offer their services first to USC programs, rather than declining internal offers to seek greater compensation elsewhere. (Compensation rates are not bound by the faculty member’s established annual core rate of pay, as these duties are considered outside the parameters of their academic duties under their annual contract).
- The principle of person-based compensation applies to non-degree teaching as it does to all other faculty compensation at USC. Compensation for non-degree teaching shall not be calculated based on head count or registration for a specific course or program.
- Generally, non-degree teaching is not considered part of the full time responsibilities of a faculty member; rather, it represents additional service and is offered only to those faculty members who can fulfill these activities without adverse impact on their academic responsibilities.
- Non-degree teaching should not be a factor in the annual faculty merit review as it occurs outside the parameters of the primary responsibilities implicit in the annual contract; however, schools should consider any impact of excessive non-degree or consulting activity on core academic responsibilities during merit reviews and in subsequent assignment decisions.
- Non-degree teaching activities are included in the annual contract (FSMS) following the same practices established for all faculty compensation.
- Payment of non-degree teaching compensation will be made through university payroll and is subject to all applicable USC policies and practices.
- Non-degree compensation plans and object codes shall be used for these activities so that remuneration may be easily identified in faculty contracts, payroll, and financial records.