

## **17.17(6) [Extra Compensation for Teaching Academic Courses](#)** ~ Roles and Responsibilities of Individuals and Units ~

The following chart is designed to clarify the roles and responsibilities for requesting and approving teaching courses for extra compensation (i.e., “overload teaching”). For further information, contact your collegiate [Faculty HR Representative](#) or the Office of the Provost: Angie Johnson, Faculty HR Director, [angelique-Johnson@uiowa.edu](mailto:angelique-Johnson@uiowa.edu) or 335-0084.

Role	Responsibility
Instructor (Individual Faculty or Staff Member)	<ul style="list-style-type: none"> <li>• Ensure teaching for extra compensation complies with the policy (17.17(6) <a href="#">Extra Compensation for Teaching Academic Courses</a>). For additional information, see <a href="#">“Teaching for Extra Compensation FAQ.”</a></li> <li>• Inform DEO/supervisor as early as possible of offer to teach an academic course. Include course #, title, meeting dates and times in notification.</li> <li>• If number of courses and/or students exceeds policy limits, submit request for exception <u>in writing</u> to DEO/supervisor. Include course #, title, meeting dates and times in notification and rationale for why an exception to the course limits should be allowed. If approved, submit DEO/supervisor written approval to hiring department.</li> </ul>
Academic Department in which course is being offered	<ul style="list-style-type: none"> <li>• Assign instructors to courses as soon as possible. Departments are strongly encouraged to initiate the prior approval form according to the Registrar’s guidelines to assign instructors in advance of <a href="#">early registration</a> deadlines, or as soon as the instructor is identified. Allow enough time to find a replacement if permission is denied to the proposed instructor.</li> <li>• Develop an offer letter to instructor for each course taught for extra compensation (see <a href="#">“Teaching for Extra Compensation Offer Letter Template”</a>); secure signature and attach signed letter to workflow “Special Comp Prior Approval” form. If the Prior Approval form is submitted after the start date, a brief justification is required in the Remarks section on the workflow form.</li> <li>• Initiate “Special Comp Prior Approval” workflow form as soon as possible to allow adequate time for form to be fully reviewed and, in some cases, denied. Attach the signed offer letter to the form.</li> <li>• If a written exception approval is required from the DEO/supervisor, attach the documentation to the workflow form.</li> </ul>
DEO/Supervisor and Unit Head– (Employee’s Home Department)	<ul style="list-style-type: none"> <li>• Ensure courses taught for extra compensation by supervisees comply with policy (17.17(6) <a href="#">Extra Compensation for Teaching Academic Courses</a>). For additional information, see <a href="#">“Teaching for Extra Compensation FAQ.”</a></li> <li>• Review requests to teach for extra compensation and determine whether to approve or deny. Reasons for denying a request to teach or an exception to the policy may include, but are not limited to:               <ul style="list-style-type: none"> <li>○ Concerns about the employee’s performance in their primary position,</li> <li>○ Departmental/unit operational demands,</li> <li>○ Course exceeds the policy-determined course limits,</li> <li>○ Written exception was not submitted and approved.</li> </ul> </li> <li>• When reviewing Special Compensation workflow forms, use the “Current Total Special Compensation” field to review the amount of and reason for other</li> </ul>

Role	Responsibility
	<p>Special Compensation payments made to the employee during the current fiscal year. This will assist in assessing the number of courses taught to date and whether the current request causes an instructor to exceed the course limits (e.g., two courses during an academic year for academic appointments; three courses for fiscal year appointments).</p> <ul style="list-style-type: none"> <li>• If a written exception approval is required, submit written approval to the Academic Department in which course is being taught.</li> <li>• Work with <a href="#">Faculty HR Representative</a> to run the HR Report, <a href="#">Special Comp - Overload Instr</a>, to stay informed of extra compensation received by departmental faculty and staff; data may be useful in annual reviews, departmental course planning and case-by-case approval process.</li> </ul>
College/Division (Employee's home college/division)	<ul style="list-style-type: none"> <li>• Ensure compliance with policy (17.17(6) <a href="#">Extra Compensation for Teaching Academic Courses</a>) when approving Special Compensation Prior Approval: Course Instruction and Design workflow forms. For additional information, see "<a href="#">Teaching for Extra Compensation FAQ.</a>"</li> <li>• When reviewing Special Compensation workflow forms, use the "Current Total Special Compensation" field to review the amount of and reason for other Special Compensation payments made to the employee during the current fiscal year. This will assist in assessing the number of courses taught to date and whether the current request causes an instructor to exceed the course limits (e.g., two courses during an academic year for academic appointments; three courses for fiscal year appointments).</li> <li>• Run HR Report, <a href="#">Special Comp - Overload Instr</a>, on a quarterly basis to identify any outliers and intervene, as needed.</li> </ul>
Post-Org Approver: Provost Office	<ul style="list-style-type: none"> <li>• Ensure compliance with policy (17.17(6) <a href="#">Extra Compensation for Teaching Academic Courses</a>) when approving Special Compensation: Course Instruction and Design workflow forms. For additional information, see "<a href="#">Teaching for Extra Compensation FAQ.</a>"</li> <li>• Assist departments and orgs in monitoring employee compliance with the policy. For additional information, see "<a href="#">Teaching for Extra Compensation FAQ.</a>"</li> <li>• Run HR Report, <a href="#">Special Comp - Overload Instr</a>, on a quarterly basis to monitor potential concerns and encourage colleges/divisions to do the same.</li> <li>• Provide annual notification to campus regarding policy and resources.</li> </ul>
Post-Org Approver: Division of Continuing Ed	<ul style="list-style-type: none"> <li>• Ensure policy compliance with policy (17.17(6) <a href="#">Extra Compensation for Teaching Academic Courses</a>) when approving Special Compensation Prior Approval: Course Instruction and Design workflow forms. For additional information, see "<a href="#">Teaching for Extra Compensation FAQ.</a>"</li> <li>• Assist departments and orgs in monitoring employee compliance with the policy, in particular the GIS limits.</li> </ul>