

Office of the Provost  
**17.17(6) Extra Compensation for Teaching Academic Courses**  
~ Frequently Asked Questions ~

WHAT IS MEANT BY "OVERLOAD" TEACHING?

- "Teaching for extra compensation" is often referred to as "overload teaching." "Overload teaching" refers to faculty members teaching academic courses over and above their regular ("on-load") course assignments. UI staff members may also teach as adjunct faculty over and above the assigned duties for which their base salary is paid. The policy is designed to ensure that neither the quality of instruction nor the quality of effort toward primary employment obligations is diminished when assuming these additional responsibilities.

WHAT ARE THE LIMITS FOR HOW MUCH A UI EMPLOYEE CAN TEACH ON OVERLOAD?

- Faculty (full-time): Faculty on academic year appointments may be approved to teach one course each semester or two per academic year; Faculty on fiscal year (twelve-month) appointments may be approved to teach one course each semester and one during the summer.
- Staff (full-time): Staff on fiscal year appointments may be approved to teach one course each semester and one during the summer. Course work performed must take place outside the employee's regular work hours or charged to vacation time, unless otherwise approved by their supervisor.
- Faculty and Staff: Guided Independent Student (GIS) courses are limited to 36 students per course.

CAN A FULL-TIME FACULTY OR STAFF MEMBER EVER TEACH OVER THE ONE COURSE PER SEMESTER LIMIT?

- Yes. The policy establishes limits but, in special circumstances, an employee may request an exception to the limit. Requests for exception must be submitted in writing to a faculty member's DEO or equivalent, or in the case of staff, to a supervisor and department head.

IF A FACULTY MEMBER WITH AN ACADEMIC YEAR APPOINTMENT TEACHES IN THE SUMMER, IS THAT CONSIDERED TEACHING ON OVERLOAD?

- Teaching during the summer session by faculty members on academic year (nine-month) appointments is exempted from the overload teaching guidelines, since the summer session is not considered part of the academic year contract. However, teaching during the summer session by faculty and staff members appointed on a twelve-month appointment is considered when factoring overload limitations. Given the condensed nature of summer session courses, when approving the request to teach a course on overload during the summer, department chairs and/or supervisors should take into consideration the impact on an employee's other job requirements during that condensed time.

IS TEACHING DURING THE WINTER OR SPRING BREAK INCLUDED IN THE TOTAL COURSE LIMIT?

- Yes. The University has defined the academic year as beginning three days prior to fall classes and ending with spring commencement (see [III.17.9](#)), therefore courses taught during semester breaks (e.g., Thanksgiving, winter, spring) will be considered as being taught on overload and governed by this policy.

IF I AM A UI STAFF MEMBER WHO WORKS DURING THE DAY AND IS INTERESTED IN TEACHING A COURSE IN THE EVENING OR ON SATURDAY, DOES MY SUPERVISOR HAVE TO APPROVE MY TEACHING?

- Yes. Since you are requesting additional employment from the University, it has an interest in ensuring that you are able to meet the required level of commitment and are in good standing with your primary position before offering you additional responsibility, as well as ensuring that teaching will not interfere with any responsibilities that may arise in the evening or on Saturday.

CAN A DEO OR SUPERVISOR DENY THE REQUEST TO TEACH ON OVERLOAD OR A REQUEST FOR AN EXCEPTION TO THE LIMITS?

- Yes. A DEO/supervisor has the right to deny the request of a faculty/staff member to teach for extra compensation for the University. Teaching on overload for the University is an employee opportunity, not an employee right. Reasons for denial include, but are not limited to:
  - Course exceeds the policy-determined course limits,
  - Written exception was not submitted and approved,
  - Concerns about the employee's required level of commitment and/or performance in their primary position,
  - Departmental/unit operational demands.

HOW WILL THE POLICY BE MONITORED?

- **Offer Letter:** Departments must issue offer letters for courses being taught on overload (see "[Teaching for Extra Compensation Offer Letter Template](#)"), and the signed offer letter must be attached to the workflow form. The workflow form will route to the DEO/supervisor for approval. If the number of courses exceeds the policy limit, a written exception approval from the DEO/supervisor must be attached to the workflow form.
- **Prior Approval:** Payment for courses taught on overload require prior approval in UI Workflow using a "Special Compensation Prior Approval: Course Instruction" form. Different forms exist for faculty, P&S, and SEIU employees. This form will inform supervisors of the type of course being taught (e.g., GIS, academic term), and the expected payment for this effort. The "Current Total Special Compensation" field on the Prior Approval form can be used to review the amount of and reason for other Special Compensation payments made to the employee during the current fiscal year.
- **HR Reports:** The report "[Special Comp – Overload Inst](#)" listed under "Standard Report Frequency Recommendations" in HRIS should be run quarterly to review those who have received special compensation for course instruction. The report will show the names, number, and amount of payments made to each person teaching a course. This will provide a basis for determining whether exceptions have been sought and granted as appropriate.
- **Access to Extra Comp Teaching History:** A supervisor is able to see prior Special Compensation payments received in supervisees' ePersonnel files. This information may be useful when approving requests to teach on overload and also during performance review, particularly if concerns related to performance and/or attendance need to be addressed.

**For more information about [Extra Compensation for Teaching Academic Courses](#), contact your collegiate Faculty HR Representative: <http://provost.uiowa.edu/collegiate-faculty-hr-contacts> or Angelique Johnson, Faculty HR Director, Office of the Provost: [angelique-johnson@uiowa.edu](mailto:angelique-johnson@uiowa.edu) or 335-0084.**