### 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 Administrator, Angelique-Johnson@uiowa.edu or 335-0084.

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| **Instructor** (Individual Faculty or Staff Member) | • Ensure teaching for extra compensation complies with the policy ([17.17(6) Extra Compensation for Teaching Academic Courses](#)). See “Highlights of New Policy” and “Teaching for Extra Compensation FAQ.”  
  • Inform DEO/supervisor as early as possible of offer to teach an academic course. Include course #, title, meeting dates and times in notification.  
  • If number of courses and/or students exceeds policy limits, submit request for exception in writing 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. |
| **Academic Department** in which course is being offered | • Assign instructors to courses as soon as possible. Departments are strongly encouraged to initiate the prior approval form according to the Registrar’s guideline to assign instructors in advance of [early registration](#) deadlines, or as soon as the instructor is identified. Allow enough time to find a replacement if permission is denied to the proposed instructor.  
  • Develop an offer letter to instructor for each course taught for extra compensation (see “[Teaching for Extra Compensation Offer Letter Template](#)”), secure signature and attach signed letter to workflow Special Comp Prior Approval form.  
  • 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.  
  • If a written exception was provided by the instructor, attach written documentation to workflow form. If a written exception is not attached, indicate in the Remarks section that the exception was approved by the instructor’s DEO/supervisor. |
| **DEO/Supervisor and Unit Head— (Employee’s Home Department)** | • Ensure courses taught for extra compensation by supervisees comply with policy ([17.17(6) Extra Compensation for Teaching Academic Courses](#)). See “Highlights of New Policy” and “Teaching for Extra Compensation FAQ.”  
  • 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:  
    o Concerns about the employee’s performance in their primary position,  
    o Departmental/unit operational demands,  
    o Course exceeds the policy-determined course limits,  
    o Written exception was not submitted and approved.  
  • When reviewing Special Compensation workflow forms, use the “Current Total Special Compensation” field to review the amount of and reason for other
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| College/Division (Employee’s home college/division) | 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).  
• Work with HR Unit Rep to run the HR Report, [Special Comp - Overload Instr](#), 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.  
• Ensure compliance with policy (17.17(6) [Extra Compensation for Teaching Academic Courses](#)) when approving Special Compensation Prior Approval: Course Instruction and Design workflow forms. See “Highlights of New Policy” and “Teaching for Extra Compensation FAQ.”  
• 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).  
• Run HR Report, [Special Comp - Overload Instr](#), on a quarterly basis to identify any outliers and intervene, as needed.  

| Post-Org Approver: Provost Office | Ensure compliance with policy (17.17(6) [Extra Compensation for Teaching Academic Courses](#)) when approving Special Compensation: Course Instruction and Design workflow forms. See “Highlights of New Policy” and “Teaching for Extra Compensation FAQ.”  
• Assist departments and orgs in monitoring employee compliance with the policy. See “Highlights of New Policy” and “Teaching for Extra Compensation FAQ.”  
• Run HR Report, [Special Comp - Overload Instr](#), on a quarterly basis to monitor potential concerns and encourage colleges/divisions to do the same.  
• Provide annual notification to campus regarding policy and resources. |
| Post-Org Approver: Division of Continuing Ed | Ensure policy compliance with policy (17.17(6) [Extra Compensation for Teaching Academic Courses](#)) when approving Special Compensation Prior Approval: Course Instruction and Design workflow forms. See “Highlights of New Policy” and “Teaching for Extra Compensation FAQ.”  
• Assist departments and orgs in monitoring employee compliance with the policy, in particular the GIS limits. |