



Date: June 8, 2023
To: College and School Academic Deans, Department Heads
From: Diane Stearns, Provost
Re: Guidance on Overload

The following guidance is offered regarding requests for overload. To my knowledge and based on information I inherited in the Provost's Office, this is not new procedure but is an expectation that **past/existing procedure will be followed going forward.**

Overloads are to be used for emergency, for example, for loss of an instructor that is too last-minute to be covered by an immediate hire.

Faculty with reassigned time for research or administration are not eligible for overload. In this situation the reassigned time should be removed so that the instruction can be captured on-load. The reasoning for this is as follows:

In the case of an administrative assignment, it can be argued to be improper use of state/tuition funds to pay a faculty member to teach, then pay them an additional administrative stipend (pay them to not teach), and then pay them overload to teach.

In the case of a research assignment, it can be argued to be improper reporting of research expenditures to reassign time for research, count that salary percentage as research expenditure, then reassign teaching that will interfere with the time being counted toward research.

Overload pay for a semester's teaching assignment that includes any small (under-enrolled) class may, at Department Head, Dean, or Provost discretion, be prorated to the lowest enrolled class. **Small classes** are defined by THECB as:

"Undergraduate level organized classes with less than 10 registrations and graduate level classes with less than five registrations. Any composite or cross-listed section having both undergraduate and graduate level courses will be treated as if it were an undergraduate class and will be defined as a small class if there are less than ten total registrants in the class."

The THECB definition is the minimum. **College deans have the prerogative to define a college standard for small classes that is above enrollments of 10 and 5.**

The expectations for overload requests are now provided on the form and repeated here:

- (1) Non-emergency course releases must be approved prior to start of term;
- (2) No overloads will be granted if the faculty member is on any type of course release (i.e. for research or administration);
- (3) Current class schedule must be included on form or attached, listing teaching schedule and enrollments;
- (4) Current appointment letter must be attached;
- (5) Form must be signed by faculty member, department head and dean;
- (6) Overloads for Summer will not be approved.

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