

3359-11-12 Interim policy on stipends and overload.

- (A) Stipends are to be granted for primarily administrative functions requiring substantial increases in responsibility and for activities not included in the ordinary load of teaching, research, and professional service for full-time faculty. Overloads are to be used to relieve temporary shortages in the availability of teaching faculty. Responsibility for approving and administering stipends and overload requests vests with the senior vice president and provost. Budget responsibility vests with the unit making the request.
- (1) Requests for stipends or overload must include a rationale for the stipend or overload. A stipend request must indicate the specific responsibilities or activities for which the stipend is compensation an overload request must indicate how the request is responsive to the teaching mission needs of the unit. All requests for stipends or overload must identify the funding source.
 - (2) Overload will not be awarded unless the faculty member receiving the overload is already teaching twelve load hours of classroom or laboratory instruction in the semester for which overload is requested.
 - (3) Overload of more than three load hours per semester will not be approved.
 - (4) Stipends will conform with compensation ranges established and published by the senior vice president and provost.
 - (5) Differences between each college's approved work load and the requested load must receive prior approval from the senior vice president and provost.
 - (6) No stipends or overload will be granted for service activities.
 - (7) The above are intended to provide guidance for the regulation of stipends and overload in most circumstances; in critical or exceptional cases, units may appeal to the senior vice president and provost for approval of stipends and overload not conforming to these guidelines. Such appeals must be made in writing and approved by the senior vice president and provost prior to offering the stipend or overload compensation.

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Certification:

Ted A. Mallo
Secretary
Board of Trustees

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