

## **Assignment of Overloads and Summer Teaching Opportunities Lyman Briggs College**

### **Overloads:**

Any course assigned to an instructor beyond the number of courses assigned as part of the regular, academic-year assignment (and as compensated by their base salaries) will be considered an overload course. Lyman Briggs College typically does not assign faculty members to teach uncompensated overloads.

Overloads are typically compensated at a rate of \$8,000 per 4-credit course.

Courses designated as overload courses will be assigned using the following procedures:

- 1) The Associate Dean for Research and Faculty Development will create a list of LBC faculty who have the expertise and experience necessary to teach the overload course and will email those faculty members to solicit their interest.
- 2) The Associate Dean for Research and Faculty Development will make a reasoned selection from among the faculty who have indicated an interest in teaching the overload course based on the following criteria:
  - Lower priority will be given to faculty who have received a buyout of one or more LBC courses during the academic year of the overload course;
  - Lower priority will be given to faculty who already taught an overload course during the previous academic year;
  - Lower priority will be given to a faculty member already teaching three or more courses during the semester in which the overload course would be taught; and
  - Priority will be given to faculty in the following order: Continuing status academic specialists, continuing system academic specialists, fixed-term faculty, full professors in the tenure system, tenured associate professors, then external hires. Untenured faculty in the tenure system will not ordinarily be assigned overload courses.

Study Away and Study Abroad teaching opportunities are typically separate and distinct from the courses that form part of instructors' regular, academic year teaching assignments. They are assigned through a separate process and compensated based on a budget established in consultation with the Associate Dean for Academic and Student Affairs and with approval of the Dean.

## Summer Teaching Opportunities:

Lyman Briggs College sometimes offers classes during the summer sessions. When this happens, faculty will be selected to teach and compensated for teaching using a process that is separate and distinct from both the normal course assignment and the overload course assignment processes.

The College compensates faculty for teaching a 4-credit course during the summer session at a rate of  $1/6^{\text{th}}$  of their base academic year salary or \$8,000, whichever is greater. Courses with fewer credits will be handled on a pro-rata basis.

Courses that fail to meet the Registrar Office's enrollment minimums by two weeks prior to the first class meeting are typically canceled and the faculty assigned to them are not compensated.

Summer courses will be assigned using the following procedures:

- 1) The Associate Dean for Research and Faculty Development will create a list of LBC faculty who have the expertise and experience necessary to teach the available summer course and will email those faculty members to solicit their interest. This process typically begins at the end of the previous fall semester.
- 2) Since LB492 can be taught by either a STEM or an HPS faculty member, the faculty first solicited to teach the course in a given summer will alternate from year to year between STEM and HPS faculty. On even years, it will be first offered to a STEM faculty member, and on odd years it will be first offered to an HPS faculty member.
- 3) The Associate Dean for Research and Faculty Development will make a reasoned selection from among the faculty who have indicated interest in teaching the available summer course based on the following criteria:
  - Lower priority will be given to someone who is already assigned to teach for the College during the summer;
  - Lower priority will be given to faculty who taught a summer course during the previous academic year;
  - Priority will be given to faculty in the following order: Continuing status academic specialists, continuing system academic specialists, fixed-term faculty who are returning to Briggs in the fall, full professors in the tenure system, tenured associate professors, fixed-term faculty who are not returning to Briggs in the fall, then external hires. Untenured faculty in the tenure system will not ordinarily be assigned summer courses.