

Oklahoma State University Policy and Procedures

OVERLOAD PAY FOR FACULTY

2-0115
ACADEMIC AFFAIRS
March 2013

POLICY

1.01 Overload pay is direct monetary compensation paid by the University to an individual for activities in excess of the full-time assignment as defined in P&P 2-0110 Procedures to Govern Workload Assignments of Faculty Members.

1.02 Policy applies to regular, continuous tenured and tenure-track faculty.

1.03 Overload pay may apply to overload assignments in teaching, research and extension/outreach.

1.04 Excluded from this policy is work done for non-credit/non-load which would include payment for activities such as: non-credit courses, seminars and similar activities; windshield/computer stipends; reimbursement of relocation expenses; one-time payments for awards and recognitions; and consulting with on-campus units for short-term projects requiring the expertise of an employee from outside the unit

PROCEDURE

2.01 Approval may be granted for overload pay assignment when the following conditions are met:

A. The faculty member is fulfilling the requirement of the full-time assignment in a satisfactory manner.

B. The unit head determines that overload work assignment is necessary, it constitutes a substantial increase in regular workload, it cannot be handled reasonably through other mechanisms (e.g. subsequent release time), and it will not adversely affect the individual's performance of his/her regular duties.

C. The "Request for Overload Pay" form is completed prior to the start of the overload assignment.

2.02 Approval of the Provost and the OSU Board of Regents are required for overload pay when total compensation exceeds 13 months of salary. In cases when advanced approval of the OSU Board of Regents is not possible, the Provost will inform the Board of his/her approval.

Approved by Faculty Council:	October 9, 2012
Approved by Council of Deans:	December 13, 2012
Approved by E-Team Policy Committee:	March 1, 2013
Approved by OSU Board of Regents:	April 26, 2013

**OKLAHOMA STATE UNIVERSITY
REQUEST FOR OVERLOAD PAY**

Name:

Department/unit:

Campus address:

Description of the overload assignment (attach additional pages if necessary):

Duration of overload assignment:

Start date:

Completion date:

Amount of overload pay requested (salary months and fractions thereof):

Signature & date

ADMINISTRATIVE ACTION

The faculty member, academic staff member, or academic administrator named above is fulfilling the requirement of the full-time workload assignment in a satisfactory manner, the overload work assignment is necessary, it constitutes a substantial increase in regular workload, it cannot be handled reasonably through other mechanisms (e.g. subsequent release time), and it will not adversely affect performance of his/her regular duties.

Amount of overload pay approved:

Date

Signature of department/unit head

Date

Signature of dean

If overload pay results in total compensation exceeding 13 months of salary, approval of the Provost and OSU Board of Regents is required. In cases when advanced approval of the OSU Board of Regents is not possible, the Provost will inform the Board of his/her approval.

c: Dean
 Department/unit head
 College Fiscal Officer
 Applicant