AULTMAN COLLEGE

Faculty Overload and Credit Limit Payment Process Form

Faculty Overload Process

Faculty workload will be tracked each semester by Program Director and/or Dean. At the close of each academic semester, faculty requesting overload pay must sign and submit the attached form to the program director and/or dean.

With approval, the overload form will be forwarded to Campus Coordinator for issuance of payment.

Please note:

- Workload limits are outlined in the faculty handbook and cover contact hours taught during the academic year.
- Contact hours taught during the academic semester that are above and beyond established limits will be considered overload.
- Overload contact hours will be paid at a rate of $600-$1000 based on faculty member's highest degree level.
- Contact hours taught outside of your contract are not considered a part of workload limits.

Course Limit Overload Process

Course limit workload is tracked after add/drop each semester by the Program Director and/or Dean. After add/drop, faculty requesting course limit overload pay must sign and submit the attached form to the program director and/or dean.

With approval, the course limit overload form will be forwarded to Campus Coordinator for issuance of payment.

Please note:

- Course limits are outlined in the faculty handbook.
- Course limit overload will be paid based on the rate of payment for instructor and divided by student limits for the course, then multiplied by how many are over the limit.
  - Example
    - Course is 3 credit hours
    - Instructor pay is $100 per credit hour (rate varies)
    - Total for the course is $3000 divided by limit of 25 for hybrid/online = $120 per student
    - $120 times the number of over the limit = payment for course limit overload

Semester/Year:	
Faculty Name:	
Cost Center:	

Faculty Overload Pay

Allowable Workload Hours:	
Number of hours that are overload:	
Reason for over normal workload:	

Course Limit Overload Pay

Course with overload:	
Allowable Workload Hours:	
Number over the course limit:	
Reason for over course limit:	

Signatures and Approvals

Faculty Requesting Payment		Date:
Overload Hours:	Rate of Pay:	Total overload due:
Course Limit over:	Rate of Pay:	Total credit limit due:
Program Director Signature		Date:
Dean Signature		Date: