

**College of Liberal Arts and Sciences**  
**Department Chair-Program Director Overload and Online Course Policy**  
**January, 2010**

Rationale

Department chairs and program directors typically have reduced teaching loads so that they may devote time to carrying out administrative duties including course scheduling. (Note: For the remainder of this document "Chair" refers to department chairs and program directors). Chairs are responsible for developing course schedules that meet the needs of their students and the mission of their department. Chairs assign courses to faculty members including courses that are taught as overload and courses delivered on-line. Compensation rates for overload teaching are determined by AFUM contract and the Division of Lifelong Learning (DLL). DLL provides additional compensation for faculty who teach courses on-line and there are compensation increases tied to enrollment size. Department chairs are eligible to teach overload and online courses.

Because chairs are responsible for course schedules, they may assign themselves overload courses or on-line courses (as load or overload). Since chairs stand to benefit financially from overload and/or on-line teaching, there is the potential for conflict. First, there may be a conflict between the schedule of course offerings that best meets students' needs and a schedule that creates overload and/or on-line teaching opportunities for the chair. Second, since the need for overload and/or on-line courses is finite, there may be a conflict between a schedule that creates overload and/or on-line opportunities for the chair and schedules that create overload and/or on-line opportunities for other faculty members.

Policy

The primary factor guiding the development of course schedules should be the educational needs of students. Chairs may assign themselves overload and/or on-line courses when doing so helps meet students' needs for courses. Chairs should consider all faculty members' interests in overload and on-line teaching when making course assignments and should make every effort to distribute overload and on-line teaching among interested faculty.

Procedure

When chairs plan to assign themselves overload and/or on-line courses they must submit a request for overload and/or online course assignment one week before the date the draft course schedule is due to the college office using the form below. The request will be reviewed by the associate deans who will make a recommendation to the dean. The associate deans may seek additional information from the chair or faculty members in the department as needed. The dean gives final approval of overload and/or on-line courses.

Department Chair Overload and On-Line Course Approval Form

Semester: \_\_\_\_\_

Department: \_\_\_\_\_ Chair: \_\_\_\_\_

Course Designator and Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Source of Funding for Overload Course: \_\_\_\_\_

Rationale for offering course as overload or on-line:

Are there other department faculty members who are eligible to teach this course? Yes No

If yes, please provide rationale for assignment of course to Chair.