

FIU College of Arts, Sciences & Education

Overload and Adjunct Policy

Overload compensation is any compensation, other than an administrative increment, paid to a faculty member in addition to the academic year salary. Regular workload assignments and overloads are determined by the department and according to student and programmatic needs. Overloads are optional and no faculty member will be required to pick up an overload assignment. A faculty member may participate in additional teaching or non-teaching activities as long as he/she is meeting his/her responsibilities with respect to intellectual contributions (teaching/research/admin). Overloads will be reviewed and approved only after consideration of the differential assignment and the policy below.

FACULTY OVERLOAD POLICY FOR FACULTY

To ensure that quality in our courses and research remains high and that faculty have time to remain current in both their subject area and technology, adequate time to meet with individual students, and time to grade substantive written work, the College has an interest in making sure that faculty do not take on excessive amounts of work. For these reasons, an overload assignment is not to exceed two additional courses + one lab per semester (7 total credit hours) or its equivalent of 21 hours/week at any one time. This includes courses taught outside one's home dept, those taught on other FIU campuses/online, and also includes non-teaching activities like program leadership, online course redevelopment, etc., regardless of funding source (E&G, Auxiliary, C&G, outside source).

With regards to summer semester (12 weeks, Summer C), approval normally will be granted to teach no more than the equivalent of one additional course per summer semester. Special consideration will be given to overload assignments that due to the timing of the assignment, do not overlap with other overload assignments, i.e. "winter mini-term". In this instance, overload assignments within 21 hours/week will be reviewed/approved and anything above 21 hours/week will be denied.

Faculty members receiving non-instructional course load reductions for research/creative activity/administrative assignments or service are not eligible to receive teaching overload compensation.

If faculty have time commitments to other outside activities covered by the policy on "Outside Activity and Conflict of Interest" (e.g. consulting, startups, etc.), the amount of time allowed for overload activities must be reduced effectively to stay within allowable limits set by the dean, director, vice-president, or vice provost.

Exceptions may be approved when, because of critical program needs and an absence of alternatives, an exception is necessary and, because of evidence of current high-quality teaching (on- and off-campus), such an exception is also appropriate. Before an exception is to be considered, the academic unit head is expected to develop alternative programmatic approaches to meet the future critical program need(s). Such exceptions require approval by the academic unit chair and the dean and will not be approved on an ongoing basis.

OVERLOAD PAY POLICY FOR FACULTY AND STAFF

Faculty Overload Compensation:

Prior to completing Faculty Teaching Overload contracts in PantherSoft HR, all requests must be submitted and approved through the following CASE SharePoint site: [Overload Form](#)

Please Note: Faculty Administrators must use the Additional Compensation Request (found on My.FIU.EDU>HR Admin>Self Service>Employee Resources>Employee Forms>Compensation Forms), not the SharePoint site.

- Face-to-face, Online, Hybrid
 - 2 credit courses = \$3,000
 - 3 or 4 credit courses = \$4,000

Staff Overload Compensation (1.0 FTE non-faculty employees):

All Overload contracts must be accompanied by a completed eRAC (found on MY.FIU.EDU>HR Admin>Self Service>Employee Resources>Employee Forms>Compensation Forms).

- Face-to-face, Online, Hybrid
 - 1 credit undergraduate lab for a lab assistant with less than a Master's degree = \$900
 - 1 credit undergraduate lab for an Instructor with a Master's degree or above = \$1,200
 - 1 credit course, First Year Experience = \$1,200 (maximum = two courses per semester)
 - 3 or 4 credit courses = \$3,000

Note: Ph.D. staff members teaching graduate courses = \$4,000 (maximum allowed = one course per semester with Dean's approval)

Adjunct Compensation:

- 1 credit undergraduate lab for a lab assistant with less than a Master's degree = \$900
- 1 credit undergraduate lab for an Instructor with a Master's degree or above = \$1,200
- 3 or 4 credit courses = \$3,000

Note: Ph.D. level adjuncts may be paid up to \$4,000 in exceptional circumstances with Dean's approval, e.g., retired faculty.