

FACULTY SENATE RESOLUTION

- I. DATE:** April 2, 2021
II. TITLE: Faculty Handbook 2020-2021 Course Overload Assignments

III. BACKGROUND/RATIONALE for the requested action

Whereas the University of Arkansas at Fort Smith Faculty and Staff Handbook in F.1.4 Overload Assignment currently stipulates that “Stipends for overload hours will be paid at the end of the spring semester. Faculty receiving course load reductions (release time) are not eligible for overload pay. Twelve-month faculty with no reassignments are eligible for overload pay during the fall and spring semesters. Any exceptions must be approved by the college dean and provost, in writing, prior to the onset of the assignment.”

Whereas faculty with course load reductions, including department heads/directors and deans/associate deans, are frequently asked to teach overload assignments without extra compensation.

Whereas other system schools including the University of Arkansas at Fayetteville and the University of Arkansas at Little Rock do not have a policy precluding faculty with course load reductions from being compensated if circumstances arise where they are required to teach an additional course.

Whereas other state universities, such as Arkansas State University, specifically allow faculty receiving course load reductions, including deans and department heads/directors, to be compensated if they take on an overload assignment.

Whereas Arkansas Systemwide Policy 440.2 Extra Compensation (2016) provides that “Stipends for extra compensation must be authorized to be paid at the regular payroll period for the time period in which it is earned.”

Whereas 440.2 Extra Compensation is in effect at other system schools including the University of Arkansas at Fayetteville and the University of Arkansas at Little Rock.

Whereas not compensating faculty for their time and/or not compensating faculty when they do extra work in a timely fashion causes retention and promotion issues for faculty.

Therefore be it resolved that F.1.4 Overload Assignment be amended to allow faculty receiving course load reduction (release time) to be eligible for overload pay if asked to teach an additional course assignment. The section should also be amended to follow the Arkansas System Board policy on Extra Compensation.

IV. ACTION REQUESTED

We propose the following revision for section F.1.4 Overload Assignment, and we ask for this revision, if approved by the chancellor and provost, to be effective July 1, 2021:

F.1.4 Overload Assignment

Occasionally, because of scheduling conflicts or unexpected extended faculty vacancies, overload teaching assignments may become necessary. On those occasions when a faculty overload becomes necessary, a faculty member may need to teach a load that is more than their customary stated load for their college or disciplines. An overload teaching assignment occurs only when:

- a 9-month contract faculty member with a 24 hour load is assigned a teaching load of more than twelve hours per semester;
- a 9-month contract faculty member with a 30 hour load is assigned a teaching load of more than fifteen credit hours per semester;
- a department head/director is assigned a teaching load of more than six credit hours per semester;
- a dean is assigned a teaching load of more than three credit hours per semester.

Faculty and academic administrators asked to teach an extra course when they have a course release or reassigned time to perform other duties are expected to receive overload pay. Faculty and academic administrators with a course release or reassigned time will also be compensated for any extra duties that are normally compensated such as but not limited to payment for teaching undergraduate and graduate independent studies and acting as a lead instructor for concurrent credit courses.

When an overload teaching assignment occurs, arrangements should be made by the department head or dean to provide for extra compensation (according to the Arkansas System Board Extra Compensation Policy), reassignment time at a future time, or other compensation, as appropriate. Care should be taken to limit overload teaching.

Stipends for overload hours will be paid during the period in which the overload assignment occurs, unless the faculty member elects to bank the hours for reassignment time in the following semester. Faculty must elect to bank the hours for reassignment, and it must be in writing and agreed upon prior to the start of the semester. Banked hours cannot cross fiscal years. Banked hours not used prior to the end of the academic year will be converted to overload pay.

Any exceptions to the above policies, such as those that may be required by accrediting bodies, must be approved by the college dean and provost, in writing, prior to the onset of the assignment.

According to system policy, an employee's total compensation for the fiscal year cannot exceed the line-item-maximum (LIM) for the position, and if an employee's compensation exceeds 125% of annual LIM with extra compensation, then the compensation must be paid through private funds and the request for exemption must be

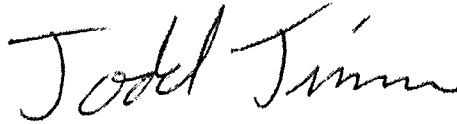
approved by the chancellor, vice chancellor for academic affairs, the President of the University of Arkansas System, and the Board of Trustees.

FACULTY SENATE VOTE

Number of senate members present (must be a quorum): 15

Final vote tally of the senate For 15 Against 0 Abstain 0

(Note: the vote tally will not include a vote from the chair unless that vote is needed to break a tie.)

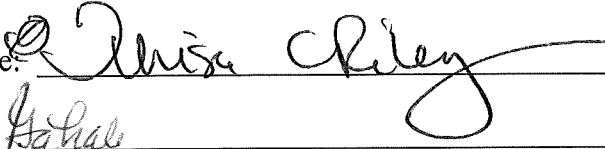


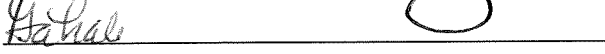
Senate chair signature:

Date: 5/7/2021

CHANCELLOR ACTION

- Approved as presented
- Approved with modifications
- Referred to _____ with comments for improvement
- Disapproved
- Other

Chancellor's Signature:  Date: 11/4/2021

Provost's Signature:  Date: 11/5/21

Comments:

If this is an approved policy change:

Emailed to appropriate campus personnel on Date: 11/5/2021
Sent to Human Resources for incorporation into the policy handbook on Date: 11/5/2021