

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 25B

OVERLOAD PAY

25B.1. General

- 1.1. Scope - This policy establishes a uniform overload pay policy for faculty members.
- 1.2. Authority – W. Va. Code §§ 18B-8-3 and 18B-8-6
- 1.3. Effective Date – February 5, 2020
- 1.4. Revision of Former Policy- Repeals and replaces Glenville State College Policy 25B – Overload Pay [2006].

25B.2. Purpose

2.1. Like other professionals, Glenville State College faculty are not paid for hourly work. Instead, they are paid an annual salary and are expected to handle all professional duties without daily supervision. Glenville State College endorses creative and innovative professionalism. College teaching requires one's commitment to a profession more than to any specified hours of work. All faculty are expected to teach a full credit load, to pursue appropriate professional development activities, and to render professional service to the college community. This commitment frequently transcends normal working hours.

25B.3. General Expectations of Faculty

3.1. Faculty members at Glenville State College are expected to fulfill the following general areas of responsibility:

3.1.1. To teach and advise undergraduate students at Glenville State College. This includes:

- a. Teaching a minimum of 12-credit hours per semester (24-hours per academic year) or the equivalency for other teaching or administrative assignments.
- b. Fulfilling a minimum of 5-hours per week of posted office hours and additional daily office hours during those weeks when advising activities are concentrated.

3.1.2. To engage in professional development activities that keep faculty current in their fields of teaching.

- 3.1.3. To provide professional service to the college, the community, and the service region.

25B.4. Conditions Governing the Granting of Overload Pay

4.1. The Provost or his/her designee will assign faculty course schedules each semester based on the curricular needs of the academic program. Understanding that teaching loads for specific disciplines may traditionally vary due to the nature of the discipline, there may be instances in which a faculty member may qualify for overload pay.

- 4.1.1. A faculty member has the right to decline the offer to teach an overload.

25B.5. Compensation

5.1. Overload pay compensation will be at the current rate that an adjunct faculty member would receive for teaching the same course. Under emergency or other unusual circumstances, the President may approve a recommendation from the Provost that a faculty member be paid pro-rata for teaching and overload assignment. Such approval, intended to address an emergency or unusual circumstance only, shall not exceed one semester in duration.