

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, §18B-8-6.
- 1.3. Effective Date – August 23, 2006
- 1.4. Repeal of Former Rule - This policy supersedes any or all previous Glenville State College policies in reference to overload pay for faculty.

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 10-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 department chair 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. In such cases, the following will apply:

- 4.1.1. In order to be considered for overload pay, the faculty member must demonstrate that he/she is fulfilling all faculty responsibilities in addition to accepting a teaching load that exceeds the normally accepted teaching load for that specific discipline.
- 4.1.2. If an additional course is added to the schedule that would otherwise be taught by an adjunct faculty member, the faculty member who agrees to teach the additional course is eligible for consideration for overload pay.
- 4.1.3. If conditions are met, the department chair will recommend to the Vice President for Academic Affairs that a faculty member receive overload pay for any course beyond the normally assigned teaching load for that department.
- 4.1.4. 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 a terminally-degreed adjunct faculty member would receive for teaching the same course.

Approvals:

President

Chair of the Board