MAXIMUM COMPENSATED OVERLOAD TEACHING, ADMINISTRATIVE SERVICE, AND RESEARCH POLICY

Overload teaching is inconsistent with university regulations governing full-time appointment of faculty, and therefore must be avoided to the maximum extent possible.

Compensation for overload teaching is paid by the University to full-time faculty for teaching in excess of the regular teaching load in the concerned faculty.

1. For full-time faculty who are compensated for administrative service (chairpersons, associate deans, directors, coordinators or conveners, faculty with course releases in return for service), the maximum total compensation for administrative work, overload teaching during regular semesters, summer teaching, winter session teaching, and research must not exceed 3/9 of annual salary.

2. For full-time faculty, the maximum total compensation for overload teaching during regular semesters, summer teaching, winter session teaching, and research must not exceed 3/9 of annual salary.

3. Overload assignments should be made, to the extent possible, for teaching required undergraduate courses or core graduate courses.

4. Compensated overload teaching shall be recommended by the department chair, with adequate justification, and approved by the dean, and should not interfere or adversely affect the faculty performance of assigned regular duties.

5. Compensated overload teaching should be assigned equitably among all faculty members who wish to participate and who have the requisite expertise.

The term “maximum total compensation” in items 1 and 2 above includes “all payments received from the University” during the academic year, regardless of source; that is, summer contracts for teaching overload, research, administrative allowance, or specific services; payment vouchers; monthly administrative stipend; and other payments. Compensations for consultancy services through REP are excluded from this policy.

The dean reviews all compensated overload and research activities annually to ensure that the policy is implemented and submits a summary to the provost. If exceptions are made in one year, they can be corrected the following year by reduced overload ceiling for the faculty members whose teaching overload limit of 3/9 has been exceeded.

(To download this policy in Word format, click here)
For any comments, feedback, or query, please contact: policies@aub.edu.lb. Last updated on: December 15, 2015