
POLICY STATEMENT

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 teaching 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 overload teaching, research, administrative allowance, or specific services; payment vouchers; monthly administrative stipend; and other payments. Compensation for consultancy services through REP is excluded from this policy.

The dean reviews all compensated overload teaching, administrative service, 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 overload limit of 3/9 has been exceeded.

REASON FOR POLICY

Overload teaching is inconsistent with University regulations governing full-time appointment of faculty.

RELATED POLICIES

- Faculty Manual
- Faculty Workload Policy

APPLIES TO: ALL AUB

WHO SHOULD READ THIS POLICY

- All faculty members
- Deans
- Director of the Office of Grants and Contracts
- Director of Human Resources
- Comptroller

RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Position/Office</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Reviews all compensated overload and research activities annually to ensure that the policy is implemented and submits a summary to the provost.</td>
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<tr>
<td>Provost</td>
<td>Oversight.</td>
</tr>
<tr>
<td>HR</td>
<td>Ensures that additional compensation over and above the basic salary adheres to policy.</td>
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</tbody>
</table>

PROCEDURES

The dean reviews all compensated overload teaching, administrative service, 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 overload limit of 3/9 has been exceeded.

**FORMS/TOOLS**

n/a

**DEFINITIONS**

**Compensation for Overload Teaching:**
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.

**Maximum Total Compensation:**
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.

**APPENDICES**

n/a

**OTHER INFORMATION**

**POLICY CATEGORY:** Academics and Research

**AMENDED:**
November 2015: Maximum total compensation to include compensated administrative service and winter session teaching.

**NEXT REVIEW DATE:**
November 2018

**WEB ADDRESS:**
http://www.aub.edu.lb/provost/Documents/Faculty_teaching_overload_research%20compensation_policy.pdf