

# Pine Technical College

## Policy and Procedure

**Policy Number:** 502 REV 1 **Date:** 12/21/98 **Revision Date:** 07/01/99, 01/28/08

**Division/Department:** Personnel **Author:** Katherine Hefty  
Revision Author: Dean Masters

**Subject:** Faculty Overload

**Authorities:**

Prevailing Minnesota State Colleges Faculty (MSCF) Contract

**Purpose:**

Due to student demand, it is often necessary to schedule faculty to assume a greater workload than is allowed based on the definition of full-time faculty in the Agreement between MnSCU and MSCF. The intent of this policy is to establish a process through which these overload situations are approved and compensated. This policy will be in compliance with the terms and conditions of the above-mentioned Contract.

**Policy:**

Pine Technical College will have established procedures for administering the overload credits assigned to faculty.

**Procedure:**

1. Prior to the final assignment of faculty to spring semester course offerings, the Chief Academic Officer (CAO) or designee will identify those faculty who would be in an overload situation. The CAO will verify that sufficient funds have been approved for payment of the overload. If sufficient funds are not available and it is necessary to place a faculty member in an overload situation, the CAO will initiate a budget modification in accordance with Policy #404.
2. Faculty overload assignments pay will be processed only after it is determined that a faculty member will exceed the credit limits during the academic year. Therefore, most overload assignment pay will not be calculated until after the last student drop/add date during the spring semester.
3. The CAO or designee will calculate the amount of overload to be paid in accordance with the MSCF Contract and initiate a Faculty Appointment Notice Form. The Letter of Appointment will be sent to faculty via electronic format using campus e-mail. Faculty should review the Letter of Appointment and return a signed copy to the Human Resources Department for processing. Any discrepancies on the Letter of Appointment should be brought to the CAO for verification within one week of receiving the form. Human Resources and Payroll will process the appointment notices in a timely manner.

**Responsibilities:**

Responsibilities are assigned according to the procedures established above.

**Dissemination:**

Dissemination to all employees via the intranet or college website.

**Reviewed by Executive Cabinet:** 02/08/99, 01/28/08

**Reviewed by Faculty Senate:** 02/17/99, 01/23/08

**Reviewed by:**

**Approved:** 02/08/99, 01/28/08

**Revision reviewed by Leadership Team:** 01/28/08

**Reviewed by Faculty Shared Governance:** 01/23/08

**Approved:** \_\_\_\_\_ Date: 01/28/08

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