
Teaching Overload Compensation Policy

Date Revised: February 2022 Date Effective: February 2022
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Responsible College Officer: Associate Dean for Academic Programs and Faculty Affairs
Policy Contact: Director of Human Resources and Finance Director

POLICY STATEMENT

The College of Design encourages and supports faculty who opt to teach Freshman Seminars, Honors Seminars, and/or Grand Challenge Curriculum courses. As such, it is a College goal to offer the following number of courses/credits of each annually:

- 12 credits of Freshman Seminars with enrollments of 16-20.
- 2 Honors Seminars with enrollments of 14-20.
- 2 Grand Challenge Curriculum courses with minimum enrollments of 30.

If the course is taught by an instructor as an overload, that is, beyond the unit's workload policy for an instructor, the instructor will be compensated by the College at the following levels:

- Freshman Seminars - \$2,400 per credit.
- Honors Seminars - \$2,400 per credit.
- Grand Challenge Curriculum courses - \$2,400 per prorated credit. In CDes, the faculty member will be compensated by dividing the number of credits by the number of instructors and then multiplying the prorated credits by \$2,400.. For example:
 - If there are two instructors for a 3-credit course, then 3 credits divided by 2 instructors = 1.5. And, 1.5 credits x \$2,400 = \$3,600 to teach the course.
 - If there are three instructors for a 3-credit course, then 3 credits divided by 3 instructors = 1. And, 1 credit x \$2,400 = \$2,400.

REASON FOR POLICY

To provide opportunities for students across the University to take courses led by College of Design faculty.
To ensure that the College of Design is a participant in, and a good steward of, University-wide initiatives.
To establish compensation equity and consistency across collegiate units.

PROCEDURES

Individuals interested in teaching these courses should discuss it with their unit head/supervisor to determine whether the course will be taught as part of the regular teaching load or as an overload.

Proposals are sent directly to the office that solicits proposals and follow the procedures outlined in the call for proposals. The call for Freshman Seminars comes from the CDes Dean's office. The call for Honors Seminars comes from the University Honors office. The call for Grand Challenge Curriculum courses comes from the

Office of the Vice Provost for Undergraduate Education.

At the time of submission of a course proposal, , information outlined on the attached form should be sent to the CDes Associate Dean for Academic Affairs for information and budgeting purposes. If a course is to be taught as an overload, and the Associate Dean is not notified in a timely manner, the College may not have budgeted for the overload compensation and it will have to be provided by the unit.

FORMS/INSTRUCTIONS

Information outlined on the attached form should be submitted to the CDes Associate Dean for Academic Affairs at the time of the proposal submission.

DEFINITIONS

Collegiate unit

College of Design academic school or department, research and/or outreach center.

Overload Compensation

Taxable salary paid to an individual that is above the individual's base salary.

Overload Teaching

Teaching a course that exceeds the workload policy of the unit and/or the workload expectations of the individual as agreed upon by the individual and the supervisor.

COLLEGE OF DESIGN UNIVERSITY OF MINNESOTA**CDes Information Form for
Freshman Seminars, Honors Seminars, and Grand Challenge Curriculum Proposed
Courses**

Send completed form to CDes Associate Dean for Academic Programs and Faculty Affairs.
Include documentation of supervisor approval.

Date:

Faculty name:

☐ Adjunct or ☐ Full time faculty

Unit home: Apparel Design

CDes approved compensation, if applicable:

A. Course type:

- ☐ Freshman Seminar
☐ Honors Seminar
☐ Grand Challenge Curriculum Course

B. For Grand Challenge Curriculum course, unit home(s) of co-instructor(s): _____

C. Title:

D. Credits: ____ credits

E. Term to be offered:

F. Day of the week and time preferred (this helps identify CDes course conflicts, if approved):

G. Workload: I have discussed this course with my unit head/supervisor and the course will be:

- ☐ Incorporated into my workload; no additional compensation required
☐ Taught as an overload; additional compensation necessary
☐ I am an adjunct faculty so I will be compensated based on the overload policy (\$2,400 per credit).

Signature

Date