

CAPFA RESOLUTION 2008-09B
**TEACHING CREDIT CLASSES AND OVERLOAD COMPENSATION FOR ADMINISTRATIVE
AND PROFESSIONAL FACULTY MEMBERS**

Approved by CAPFA:	September 10, 2008 (final draft reaffirmed by email vote)
First Reading, University Council:	February 2, 2009
Approved, University Council:	February 16, 2009
Approved, President:	February 16, 2009
Approved, Board of Visitors:	March 23, 2009
Effective:	Summer term 2009

WHEREAS, Virginia Tech places a high value on the contributions to the instructional mission and student learning made by qualified members of the university community; and

WHEREAS, university policy (Policy 4071, Policy for Staff Employed to Teach For-Credit Courses) provides the opportunity for classified and university staff members to teach credit courses and receive overload compensation, and some staff members who currently teach for academic departments for additional pay are among those positions identified for conversion to A/P appointments; and

WHEREAS, administrative and professional faculty members who teach classes outside the normal responsibilities of their full-time job currently do not have the possibility of receiving overload pay; and

WHEREAS, administrative and professional faculty members represent a well-credentialed, local source of adjunct faculty members, whose full-time employment at Virginia Tech assures regular access for students and a commitment to quality; and

WHEREAS, participation in instructional activities by those with administrative responsibilities provides closer engagement with students and an opportunity to make a meaningful contribution to a primary mission of the university;

THEREFORE, be it resolved that University Council approves Policy 4072 (below) on Teaching Credit Classes and Overload Compensation for Administrative and Professional Faculty Members; and

BE IT FURTHER RESOLVED, that an annual report will be provided to the President and Provost by March 1 each year showing the names of faculty receiving payment under this policy, names and term(s) of classes taught, and enrollment per class for the academic year in progress. The President retains the right to suspend overload payments in subsequent terms in cases of budget constraints or abuse of the policy.

Subject: Teaching Credit Classes and Overload Compensation for Administrative and Professional Faculty Members

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1. Purpose

The purpose of this policy is to authorize overload compensation for Administrative and Professional (A/P) faculty teaching undergraduate or graduate credit courses at Virginia Tech. The policy provides guidelines for A/P faculty members whose normal job responsibilities do *not* include teaching. Individuals teaching classes as part of their normal full- or part-time positions are not eligible for additional compensation. In addition, this policy only applies to A/P faculty members who have full responsibility for teaching a class. Occasional lectures, supervision of interns or practicum students, or other minor instructional support activities are typically not compensated.

2. Policy

It is the policy of Virginia Tech to allow appropriately credentialed A/P faculty to teach graduate or undergraduate courses at the university if requested to do so by an academic program and with the approval of the employee’s department head. Academic departments may employ full-time A/P faculty to teach one course per semester. The A/P faculty member must hold at least the minimum credentials required for teaching courses at various levels in accordance with SACS expectations (see section 2.5.3 of the Faculty Handbook). It is the responsibility of the teaching department to verify and document appropriate credentials for all teaching faculty. The A/P faculty member may receive payment for teaching credit courses (overload pay) only when such teaching is not part of the normal expectation for the position. Teaching for supplemental compensation is included within the overall time and income limitations defined in the consulting policy in the Faculty Handbook.

A/P faculty members with appropriate credentials who make long-standing and significant contributions to an academic program may be considered for academic rank and promotion, without implications for tenure, in accordance with section 3.1 of the Faculty Handbook.

Teaching credit courses for another institution while a full-time employee of Virginia Tech is considered “regular outside employment” which is prohibited by the university’s policy on consulting and outside employment, section 2.17.1 of the Faculty Handbook.

3. Procedures

The following procedures were developed to provide guidelines for A/P faculty teaching classes at the university:

1. The specific requested teaching assignment (semester, day of week, time, and the course) should be approved in advance by the faculty member’s own department head. The department head also determines whether the teaching assignment should be considered within the faculty member’s normal job responsibilities, and thus not eligible for additional compensation. The agreement may be multi-year and revisited periodically if the instructional assignment is expected to be on-going.

2. In approving or disapproving the requested teaching assignment, the department head (or supervisor) should consider the employee's ability to manage additional work outside of usual job expectations, whether the course is scheduled during normal hours of work, and whether the scheduled absence and additional responsibilities would create undue disruption. The benefit to the faculty member for his or her professional development and contribution to the academic program requesting services should also be considered. Although engagement of the A/P faculty with the instructional mission of the institution is to be encouraged, teaching on an overload basis is not a right. Continued satisfactory performance in the primary position is essential and is the basis of the annual performance evaluation and merit adjustment.
3. Compensation for teaching classes is negotiated between the academic department and the A/P faculty member based on the rate paid by the department for other adjunct faculty with similar experience/qualifications for the same or similar course. The A/P faculty member may agree to teach without additional pay or may receive an allocation of professional development funds instead of salary; however, department head approval for the additional assignment is still expected.
4. Wage payments are made through [Policy 4296: Adjunct and Wage Faculty Payments \(P14 Payments\)](http://www.policies.vt.edu/4296.pdf) (<http://www.policies.vt.edu/4296.pdf>). The overload payment is initiated by the academic department; it requires approval by the academic department head, the employee's department head and senior manager, and the provost. Approval by the employee's department head on the P14 may serve as documentation of approval for the overload assignment, if not done as a separate agreement.
5. Teaching credit courses for overload pay is included within the overall limitations defined in the consulting policy in section 2.17 of the Faculty Handbook, that is, no more than one day per week or five days in a five-week period. Compensation for approved supplemental activities (e.g. non-credit continuing education programs, teaching credit courses on overload) paid through the university may not exceed 33 1/3% of the contract-year salary during the period of the contract and 33 1/3% of salary during the summer for those on an academic-year appointment.
6. An annual report will be provided to the President and Provost by March 1 each year showing the names of faculty receiving payment under this policy, names and term(s) of classes taught, and enrollment per class for the academic year in progress. The President retains the right to suspend overload payments in subsequent terms in cases of budget constraints or abuse of the policy.

4. References

[Faculty Handbook](http://www.provost.vt.edu/documents/FHB_08_2008.pdf) (http://www.provost.vt.edu/documents/FHB_08_2008.pdf):

- Section 2.5.3 Terms of Faculty Offer and Documentation of Credentials
- Section 2.17.1 Consulting Activities and Outside Employment
- Section 3.1 Faculty Rank and Title

[Policy 4296 Adjunct and Wage Faculty Payments \(P14 Payments\)](http://www.policies.vt.edu/4296.pdf)

(http://www.provost.vt.edu/documents/FHB_08_2008.pdf)

5. Approval and Revisions

Approved by the Commission on Administrative and Professional Faculty Affairs: September 10, 2008

Approved by University Council:

Approved by the President:

Approved by the Board of Visitors: