

KFSCIS Policy on Assignment of Overloads

For the purposes of this policy, an “Overload” will mean a course assigned to a full-time faculty member in excess of a full appointment (1.0 FTE). It will also include assignments to adjunct faculty members. For the purposes of this policy, “faculty member” will include both full-time faculty members and adjuncts. Overloads fall under section 13.3 “Extra Compensation Appointments” of the 2018–2021 Collective Bargaining Agreement (CBA). That section states:

Available extra compensation appointments within the University shall be offered equitably and as appropriate to qualified employees in sufficient time to allow voluntary acceptance or rejection... (p. 53)

In accordance with the principle above, assignment of overloads in KFSCIS will be subject to the following considerations:

1. Extra courses and sections that can be assigned as overloads are created by KFSCIS as a consequence of student enrollment demand and as the budgetary constraints allow. They are not created in response to faculty demand: overloads cannot be created purely to offer overloads to faculty who want them.
2. Extra courses and sections will first be given as in-load assignments where possible.
3. In accordance with SACSCOC, ABET, State, and University credentialing guidelines, a course will not be assigned to a faculty member without the appropriate background or experience to teach that course.
4. All other things being equal, full-time faculty members will be preferred for assignment of overloads, over adjunct faculty members.
5. All other things being equal, faculty members with experience teaching a specific course shall be preferred for teaching an overload of that course.
6. Assignment of overloads to faculty may take into account evaluations of teaching effectiveness, as described in the CBA under Appendix G, “Employee Performance Evaluation”, Procedure (E)(1)(a), page 68. In particular, KFSCIS administrators may use a lack of sustained excellence in teaching effectiveness as a reason to disprefer a faculty member for assignment of overloads.