

EXAMPLE 1
INSTRUCTOR COURSE LOAD— TERM SPRING 2024
Instructor: Jane Doe

Dept./Division: Arts & Sciences

Course and Section No.	Credit Hours	Lecture Hours	Lab Hours	Enrollment	Student Contact Hours ¹	Regular Points ₂	CV Points	Total Points ³
Course 1	3	3		20	60	6		6
Course 2	3	3		10	30	6		6
Course 3	3	3		22	66	6		6
Course 4	3	3		11	33	6		6
Course 5	3	3		12	36	6		6
				75/5=15	225/45			30

According to policy #364.01, an overload is considered to be a situation where an instructor accrues greater than 30 points and has at least 45 average student contact hours. Exceptions to this policy must be approved by the Vice Chancellor for Instruction.

Average Student Contact Hours ⁴ =	45						
Overload Points ⁵ =	0						
Other Additional Compensation ⁶ =	0						
Overload Pay ⁷ =	\$00.00						
Total Extra Compensation ⁸ =	\$00.00						

¹Student Contact Hours = (Lecture Hours + Lab Hours) x Enrollment

²Regular Points = Credit Hours + Lecture Hours + 2/3 of the Lab Hours (1 point per credit + 1 point per lecture hour + 2/3 of the lab hours) Exp.= BY 164 is a 4 credit course so you add 4 credits + 3 hours of lecture + 2/3 hr of lab (2 pts) so this course is worth 9 points (4 + 3+6/3 (2) =9 points)

³Total Points = Regular Points + CV Points

⁴Average Student Contact Hours = Total Student Contact Hours divided by the number of courses or time slots taught

⁵Overload Points = Total number of Points Req'd for full time faculty is 30. Points vary depending on student contact hours

⁶Other Additional Compensation- Independent Study (IS) =.5 pts. Per credit 1 credit=\$68.75; 2 credits=\$137.50; 3 credits=\$206.25. In some cases, IS compensation will not be provided. This depends on courseloads.

⁷Overload Pay = Overload Points x \$275 ; 1 point =\$275, 2 Points=\$550, 1 credit =2 points, 2 credits =4 points, 3 credits =6 points (1 hour labs are calculated at 2/3 of lab hours)

⁸Total Extra Compensation = Independent Study pay + Overload Pay + any other compensation

Exceptions to lab calculations will be identified in the comments section.

Dev. Ed. Reading and Math are 1 credit hour with two points; math labs have no points added Secondary Center Faculty must teach a minimum of four (4) classes. No overload calculation will be added until that course minimum and contact hours have been met regardless of the point value of the courses.

Faculty not meeting a full 30 points will be required to make that time up in a semester or summer school session in the same course year. Determined by the dean/chair and VC for Instruction

EXAMPLE 1

Remote Worksheet (TERM_____)

Instructor:**Dept./Division:**

Course and Section No.	No. of Remote Sites	No. of Students at Remote Sites	No. of students at Home Site
No additional points are accrue for sending coursesd. All instructors and most employees now use Zoom. Please provide general information about remote sites			

Notes

No overload compensation.

EXAMPLE 2-SCIENCE/LABS
INSTRUCTOR COURSE LOAD— TERM SPRING 2024
Instructor: Jane Doe

Dept./Division: Arts & Sciences

Course and Section No.	Credit Hours	Lecture Hours	Lab Hours	Enrollment	Student Contact Hours ¹	Regular Points ₂	CV Points	Total Points ³
Course 1 (Lab included)	4	3	3 (2 pts)	20	120	9		9
Course 2 (Lab included)	4	3	3 (2pts)	10	60	9		9
Course 3	3	3		22	66	6		6
Course 4 (Lab)	1		3 (2pts)	11	33	3		3
Course 5 (Lab)	1		3 (2pts)	12	36	3		3
				75/5=15	315/5			30

According to policy #364.01, an overload is considered to be a situation where an instructor accrues greater than 30 points and has at least 45 average student contact hours. Exceptions to this policy must be approved by the Vice Chancellor for Instruction.

Average Student Contact Hours ⁴ =	63						
Overload Points ⁵ =	0						
Other Additional Compensation ⁶ =	0						
Overload Pay ⁷ =	0						
Total Extra Compensation ⁸ =	0						

¹Student Contact Hours = (Lecture Hours + Lab Hours) x Enrollment

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EXAMPLE 2-SCIENCE/LABS

Remote Worksheet (TERM____)

Instructor:**Dept./Division:**

Course and Section No.	No. of Remote Sites	No. of Students at Remote Sites	No. of students at Home Site
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Notes

No additional compensation

EXAMPLE 3-Overload Compensation

INSTRUCTOR COURSE LOAD— TERM SPRING 2024

Instructor: Jane Doe

Dept./Division: Arts & Sciences

Course and Section No.	Credit Hours	Lecture Hours	Lab Hours	Enrollment	Student Contact Hours ¹	Regular Points ₂	CV Points	Total Points ³
Course 1	3	3		20	60			6
Course 2	3	3		10	30			6
Course 3	3	3		22	66			6
Course 4	3	3		11	33			6
Course 5	3	3		12	36			6
Course 6	3	3		10	30			6
Course 7	3	3		10	30			6
Not required to take courses 6 & 7 but agreed to do so even though it lowered the average contact hour.				225/5=45	225/5=45			
				95/7=14.2	285/7=40.7			42
According to policy #364.01, an overload is considered to be a situation where an instructor accrues greater than 30 points and has at least 45 average student contact hours. Exceptions to this policy must be approved by the Vice Chancellor for Instruction.								
Average Student Contact Hours ⁴ =			40.7					
Overload Points ⁵ =			12					
Other Additional Compensation ⁶ =			\$3,300	Course 6 & 7				
Overload Pay ⁷ =			\$3,300					
Total Extra Compensation ⁸ =			\$3,300					

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EXAMPLE 3-Overload Compensation

Remote Worksheet (TERM____)

Instructor:**Dept./Division:**

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Notes

\$1,650 for course #6 + \$1,650 for Course # 7= \$3,300

Course 6 & 7 are needed and if the faculty member had not agreed to teach the course, the average course contact would be 45.

Both course six and seven are needed and faculty member is teaching at the request of the dean.

EXAMPLE 4-SCIENCE/LABS OVERLOAD
INSTRUCTOR COURSE LOAD— TERM SPRING 2024
Instructor: Jane Doe

Dept./Division: Arts & Sciences

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Course 3	3	3		22	66	6		6
Course 4	3	3		12	36	6		6
Course 5	3	3		12	36	3		6
1 IS (Sec. 90)	4			1		1		1
IS are often left off this page and added to the notes section.								
				76=15.2	318			37
According to policy #364.01, an overload is considered to be a situation where an instructor accrues greater than 30 points and has at least 45 average student contact hours. Exceptions to this policy must be approved by the Vice Chancellor for Instruction.								
Average Student Contact Hours ⁴ =				63.6				
Overload Points ⁵ =				6				
Other Additional Compensation ⁶ =				\$275	1 pts @ 275 each=\$825 + 1 IS @ 1 pt \$275			
Overload Pay ⁷ =				\$1,650				
Total Extra Compensation ⁸ =				\$1,925				

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EXAMPLE 4-SCIENCE/LABS OVERLOAD

Remote Worksheet (TERM_____)

Instructor:**Dept./Division:**

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Notes

6 points over 30 for additional course+ \$1,650

Independent Study course is a four (4) credit independent study course @ \$275.

Total compensation \$1,650 one course + \$ 275 IS=\$1,925