

MSU Overload Policy

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OVERVIEW

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2. Eligibility
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DEFINITION OF OVERLOAD

II. Overload Pay

Faculty and academic staff may request approval for overload pay for overload **assignments related to teaching, research, outreach activities, and academic and student support activities**. Executive managers and academic administrators may request approval for overload pay for overload assignments related to their administrative duties and/or expertise.

Overload

- Assignments that are over 100% effort, faculty/academic staff must have a full-time assignment in current department
- Can occur within your current department or for another department/unit
- Requires approval by the immediate supervisor and the administrator of the MAU that individual is appointed and if the work is outside unit approval needed by the administrator for unit in which overload assignment is performed
- Approval of overload pay assignment must be recorded on the Overload Pay form prior to performing work
- Talks, seminars etc. provided in usual classroom/seminar setting is considered part of collegial expectations and not considered overload
- Policy can be found on the HR website

APPLICABILITY

- Full-time faculty members
 - Tenure system
 - Fixed term
 - Rank of instructor through professor
- Full-time academic staff (including specialists, librarians, and extension field service staff)
- Full-time executive managers, and full-time academic administrators (e.g., deans, department chairs, and school directors)

PROPOSED CHANGE

SECTION V.

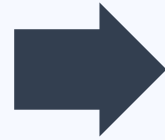
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4. Assignments which might normally justify the payment of overload pay may, by mutual agreement, be compensated for by subsequent release time for research, the assignment of additional graduate assistants/other support staff, or other forms of programmatic/professional support instead of by overload pay.

REASON FOR THE CHANGE



**Faculty provide
“services”**



**IRS
Rules for payment of
“services”**



**Payment must be
monetary
compensation**

Action not allowed



Faculty (AY) from College A teaches a class (in addition to their 100% position) class for College B

College B transfers funds to College A faculty's department account

Faculty notifies department chair they would like to attend a professional conference

Department pays for professional conference for faculty to attend

There is no change to payment such as

- Summer Pay
- Overload Pay

Questions?