Faculty & Instructional Staff Overload Information

Approved Types of Overloads:

1. Teaching a course above standard credit load.
   Examples: Teaching a course due to a vacancy/leave in the department, teaching a course through Continuing Education & Extension, leading a Study Abroad program through International Education & Engagement.

2. Curriculum development for brand-new courses or programs approved by Dean and Provost.

3. Early start time for grant writing and research included in new hire's contract approved by Dean.

4. Stipends for grants, research, and other projects where awards are made for proposals evaluated through a competitive review process with funding from *outside* of awardee's home department or college.
   Examples: Faculty Research Grants, Curricular Redesign Grants, Online Course Development, Faculty Development Grants, UW System Grants.

6. Stipends for certain grants awarded and funded *within* an awardee's home department or college. Appropriate grants should have:

   a. A documented proposal, review, and award process.
   b. Review by a committee consisting of faculty/staff members.
   c. Proposals with clearly identified benefits to the college and/or university.
   d. A comprehensive timeline for the project from commencement to completion. Funds must be expended in the fiscal year the funds are awarded. No carryover permitted.
   e. Each proposal should include a detailed budget listing all expected costs and expenditures.
   f. All awards should have the endorsement of the Dean.
   g. Budget Office must review all proposals before start of work.

7. Other kinds of work not mentioned above, but specifically budgeted through a Redbook position or Redbook salary provision.
   Examples: New Student Orientation advising, student teacher supervision, guest speakers, online course training, program director/coordinator stipends, summer department chair stipends.

The UW System Administrative Policy on Overload Payments requires approval of the overload request before the commencement of work.

Any other work being proposed for an Overload Payment must have Administration & Finance approval before commencement of work or commitment of funds.

For further instructions regarding the Overload process please see the below information on the Human Resources website:

1. Link to overview of process and instructions to complete the form:
   http://www.uwlax.edu/Human-Resources/Overload-and-lump-sum-payments/

2. UW System Overload Limit Policy:
   http://www.uwlax.edu/uploadedFiles/Offices-Services/Human_Resources/Overload%20Administrative%20Policy%20-Final%20-%204-25-14.pdf