

ACADEMIC_Teaching Overload and Part-time Teaching Compensation Policy_003

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Purpose

This policy defines the basis for teaching overload and part time teaching compensation.

Source / Authority

This policy was developed by the Office of the Vice President for Academic Affairs and endorsed by the University President. The Office of the Vice President for Academic Affairs Officer is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director/ Departmental Head
- Faculty
- Human Resources
- Accounting/ Finance Personnel
- Student
- All Employees



Policy Description

The teaching overload policy defines rules and regulations for teaching overload including compensation.

Definitions

Part-time faculty are qualified members hired to teach courses at the university as needed, and are not considered full-time faculty at Qatar University.

Overload teaching: Number of Credit/Contact hours taught above the faculty regular load based on approved policies.

Policy Statements

1. The part-time faculty and regular faculty teaching overload will be compensated according to course credit/contact hours they have been assigned.
2. The compensation rate for approved overload teaching will be a fixed amount per overload course credit/contact hours.
3. The compensation rate is specified by the Vice President for Academic Affairs (VPAA). Review of the rate will be made periodically at the VPAA's request to determine the appropriateness of the amount and to make adjustments for cost of living.
4. Any changes to the amount will be announced by beginning of the fiscal year in which the compensated overload teaching will occur.
5. The teaching overload compensation policy is applicable to all courses listed in the QU Course Catalog and Students Information System Banner and it is governed by approved policies.
6. The compensation rate for Lecturers/Teaching Assistants will be a fixed rate per contact hour. Review of the rate will be made periodically at the VPAA's request to determine the appropriateness of the amount and to make adjustments for cost of living.
7. The Department Head will be responsible for the following:
 - a. Assigning overload teaching
 - b. Verification of number of courses/credit assigned
 - c. Ensure that overload teaching is assigned equitably among all faculty
 - d. Ensure quality and teaching effectiveness of assigned overload/summer offerings
8. Courses for teaching overload compensation cannot be co-taught.
9. Faculty members must be scheduled to teach a full load based on the University governing Teaching Load Policy, prior to requesting teaching overload compensation.
10. Academic administrators at level of Program Coordinator or higher, regardless of number of excess teaching hours they perform beyond their regular teaching load, do not qualify for teaching overload compensation.
11. Faculty on reduced load (either by the dean or research bought time) will only be entitled to teaching overload compensation, if and when he/she fulfill their normal teaching load (typically 18 CH per academic year) based on teaching load policy.
12. Faculty members may teach no more than 3 credit hours as an overload for additional compensation during any one academic year. Any additional credit/contact hours overload must be approved by the VPAA. Faculty will be allowed a maximum of 9 CH per academic year.



13. Compensations of the overload teaching for full-time faculty must be paid in full no later than the immediate conclusion of the academic year for which the teaching services are performed.
14. Compensations of the part-time teaching must be paid in full no later than the immediate conclusion of the semester for which the teaching services are performed, but not prior to the completion of the course, which includes the submission of grades on banner.
15. The compensation rate for summer teaching assignments is specified by the VPAA and is applicable for full-time, visiting and part time faculty.
16. The teaching overload policy does not apply to continuing education workshops. Continuing education courses may qualify for extra compensation under policies and procedure applied in the continuing education.

Procedures

1. Teaching Overload Prior Approval: In all cases, arrangements for additional teaching require approval from the Head of Department, the College Dean and Vice President for Academic Affairs; this approval must be secured before the activity or work begins. The approval of the Head of Department and College Dean will be based on the degree to which the faculty member is completing her/his current responsibilities in a full and satisfactory manner, as well as a consideration of the effect the additional activity or work will likely have on the current responsibilities.
2. Part Time Teaching Prior Approval: In all cases, arrangements for part time teaching require approval from the Head of Department, the College Dean and Vice President for Academic Affairs; this approval must be secured before the activity or work begins. The approval of the Head of Department and College Dean will be based on the degree to which the part time instructor qualifications, experience and ability to fulfill teaching assignment in a full and satisfactory manner.
3. All teaching overloads compensation must be requested and approved using the Request for Teaching Overload Compensation for Faculty Form.
4. Documentation of full-teaching load for the requested academic year (for each semester Fall and Spring) must be documented in detail using the Request for Teaching Overload Compensation for Faculty Form.

