

College of Business Administration
POLICY: OVERLOAD TEACHING (SELF-SUPPORT)

Created: 4/13/12

Effective: 4/13/12

Revised: 3/13/14,
11/4/21

Approved: Faculty Meeting 4/13/12

Area: Instruction

Definition:

Expectations for overload teaching requests and approval.

Authority:

Associate Dean in consultation with Department Chair

Scope:

University policy requires all tenured and tenure-track faculty to be involved in teaching, research, and service, and AACSB requires at least 40% of faculty be Scholarly Academics (SA) and at least 60% of faculty be SA, Practice Academic (PA), or Scholarly Practitioner (SP) as defined in Standard 15* of the college AACSB Self Evaluation Report (SER). If a faculty member requests overload teaching (summer or self-support), priority will be given to tenured and tenure track faculty who:

- meet teaching expectations, and
- have demonstrated a record of activities over the past five years to meet CoBA's standards of a SA or PA, and
- meet expectations for serving the college, the university, the system, or other institutions that advance the reputation of CoBA.

To maintain AACSB accreditation and equity, SA and PA faculty can teach up to 12 units of self-support in overload in any July 1 – June 30 period. Faculty may teach up to 4 units in 5-week summer session, up to 8 units in 10-week summer session, and up to 2 units in winter inter-session. The maximum overload teaching for faculty on any non-protected¹ leave is cut in half in any July 1–June 30 period.

Exceptions can be made based on student needs and other activities that support the mission and strategic plan of the college.

*Effective with the 2020 standards, Standard 15 is now Standard 3.

¹Protected leaves include medical, FMLA, ADA, PDA, etc.