

**College of Education and Human Development**  
**George Mason University**  
**Process for Review of Faculty Teaching Overload Requests**  
**for Full-Time Instructional, Professional or Administrative faculty**

*Eligibility for Teaching Overloads*

For tenured faculty, full-time term instructional faculty, and full-time administrative/professional faculty not in tenured positions, overload requests must be approved by the Provost's Office, although such approval is generally regarded as routine as long as the overload is no greater than one course per semester. Tenure-track faculty and tenured administrative faculty are virtually never permitted to teach on overload. For any such request the first step is consultation with the Senior Associate Dean.

*Salary for Teaching Overloads*

Following Faculty Handbook guidelines, full-time faculty teaching on overload can only be paid at the appropriate level of the adjunct salary matrix.

*Procedure for Teaching Overloads*

1. The Academic Program Coordinator (or PhD Director) recommends to the appropriate Division Director that the proposed instructional faculty overload or professional faculty adjunct assignment is appropriate. (This is analogous to regular adjunct hiring, where the APC signature means they are recommending the person or, if the recommendation came from some other source, that they have reviewed the person's credentials and found them qualified.) Jurisdiction with respect to program/division is determined by the academic location of the *course*, not the budgetary location of the faculty member (although as noted below part of the review process may include consultation with administrators or supervisors in other divisions or other academic or administrative units).
2. The Division Director reviews the request/recommendation to have the faculty member teach an extra course beyond their full-time workload. If the Division Director approves the faculty overload request, the request will be sent to the Associate Dean for Academic Program Development. (This is analogous to regular adjunct hiring, where the DD signature means the hiring recommendation has been approved.) If the Division Director denies the Academic Program Coordinator's recommendation, the request will be sent back for clarification and/or additional supporting information. If the supporting information/documentation remains unconvincing, the request will be denied.

3. The Associate Dean will review the request submitted by the Division Director. This step addresses the requirement for supervisor approval, with the Associate Dean acting as the Dean's delegatee in this role except in cases where a professional/administrative faculty member is being considered and the Dean is not the supervisor of that individual. In such cases the faculty member's supervisor must also approve the overload request (in writing, unless the supervisor is the APC or DD recommending the teaching overload). If the Associate Dean approves, the Division Director will be notified that the request has been sent to the Provost's Office for final administrative approval. Once such approval is granted, the Associate Dean will notify the Division Director that a contract can be generated. Once generated, contracts must be signed by the Associate Dean, mailed by each division to the faculty member, and a signed copy returned to the college for centralized filing. If the Associate Dean determines that the overload request is not appropriate, the request will be sent back to the respective division for clarification and/or additional supporting information. If the supporting information/documentation remains unconvincing, the request will be denied.
  
4. If an overload request is denied by an Academic Program Coordinator, Division Director, or Associate Dean for Academic Program Improvement, the decision can be appealed to the Dean or his designee to review and render a final determination. If an approved overload request is denied by the Provost's Office, the Dean or Senior Associate Dean may appeal the denial depending on the circumstances of the denial. In the extraordinary case where a request is made for more than one overload course within a single semester, supporting written justification from the Senior Associate Dean must be included as part of the recommendation to the Provost's Office.