

College of Education and Human Development
Process for Review of Faculty Teaching Overload Requests
for Full-Time Instructional, Professional, and 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 are virtually never permitted to teach on overload. Tenured administrative faculty are free to teach as time permits (assuming the supervisor approves), but such teaching rarely leads to additional compensation.

For any questions about eligibility for an overload, please consult the Associate Dean for Faculty Success.

Pay for Teaching Overloads

Following George Mason University Faculty Handbook guidelines, full-time faculty teaching on overload are paid at the appropriate level of the adjunct salary matrix.

*Procedure for Teaching Overloads**

1. The faculty member contacts the CEHD Dean's Office staff to submit their request. The current contact person is Mary Wilson, mwilsonh@gmu.edu.
2. The faculty workload manager will review the request submitted by the faculty member. If approved, the request will be forwarded to the Associate Dean for Faculty Success for signature. If the Associate Dean for Faculty Success approves, the School/Division Director or supervisor (for non-CEHD faculty) will receive the contract for signature.
3. If there are questions about an overload at any step, more information will be sought from the faculty member or from the person who can supply the information.

* All overload requests are due to the Provost's Office two weeks before the start of the semester; faculty should submit their requests to Mary Wilson as soon as they know they will have an overload.

Please refer to the [CEHD Faculty Workload Policies \(amended March 2023\)](#) for more information regarding overloads.