

Overload Approvals:
Approval Paths for Teaching Courses¹

For OAA approval, send an email with: person's name, university ID number, the course information, their status (e.g. full time faculty, professional staff, or grad student) and an indication (e.g. memo or email) that the person's supervisor knows and approves the overload, to rappleaga@iupui.edu
If someone has already been hired by another department for a course, that hire will show in edocs. Supervisors must explicitly approve the –total- commitment.

Note about “credit” definition for independent-type courses (internships, research, readings, etc.). A course should only be considered a full X-credit course when the instructor is paid a full X amount. For example, if the unit routinely pays \$2000 per 3-credit courses, but for independent studies, instructors are paid \$200 per person, the ‘course’ only counts as 3 credits if there are at least 10 students (10 x \$200 = \$2000). Therefore, if staff or faculty are teaching independent studies that amount to 3 credit-hours or less in payment, they do not need overload permission from OAA. Please make this explicit in the supplemental pay edoc note.

Double full overloads (the equivalent of 6 credits) for faculty or staff will not be allowed on an ongoing basis. They should be relatively rare and in response to last-minute uncontrollable circumstances.

Type of person being hired	Total credits involved	Supervisor permission?	Other conditions	OAA
Full time faculty member (AC1, carrying normal load)	1-3	(not formally)	Per Faculty Guide: Cannot regularly teach overload within one's own dept. or school	No
Full time faculty member	4 or more	Yes		Yes
Full time staff member (PAE, PAU) ²	1-3 credits	No		No
Full time staff	4 or more	Yes		Yes
Hourly staff (PAO, CL, temp)	<i>cannot be combined with an AC2 appointment</i>			
Part-time/adjunct (AC2)	9 credits max for fall or spring, 6 for summer.	n/a	No overloads possible	
Academic specialist	1-3 [1-6 per semester ³] credits	Part of job		No
Academic specialist	4 or more	Yes	Should not be regular	Yes

¹ For **graduate students** (AC3s) to ‘work’ overloads: their effort can be a combination of non-class and teaching, but may not go over 30 standard hours.

² PAOs and CLs (hourly) cannot be paid for teaching under any circumstances.

³ For new academic specialists hired from fall of 2018

Graduate students (AC3)	Must work 15-20 standard hours = 3-6 credits	No	AC3s can be assigned a combination of teaching and other tasks to equal 15-20 standard hours per week.	No
Graduate students (AC3)	20-30 standard hours = max 10 credit hours	Yes-their academic supervisor		Yes

Standard hours: 40 standard hours in a week; one credit hour = 3 standard hours; most courses are 3 credit hours = 9 standard hours. Apply “standard hours” calculations to *graduate students* and to *per-course (adjunct, AC2) faculty*, not to full time faculty.

For OAA approval, send an email with: person’s name, university ID number, the course information, their status (e.g. full time faculty, professional staff, or grad student) and an indication (e.g. memo or email) that the person’s supervisor knows and approves the overload, to rapplega@iupui.edu
If someone has already been hired by another department for a course, that hire will show in edocs. Supervisors must explicitly approve the –total- commitment.