



DA: February 22, 2017 (updating August 29, 2014 memorandum)  
TO: Deans, Directors, Supervisors, and Chairs  
FR: Donzell Lee, Ph.D., EVPAA & Provost *Donzell Lee*  
RE: **COMPLIANCE ASSURANCE REMINDER: OVERLOAD ASSIGNMENTS**

Faculty and academic staff with appropriate credentials may request approval for overload pay for overload assignments related to teaching, research, and academic support activities. Such approval request applies to full-time faculty (tenured and tenure track) at the rank of instructor through professor, full-time academic staff (including, researchers, librarians, and extension field service staff), full-time administrative staff, and full-time academic administrators (e.g., deans, department chairs, and directors).

Specifically, overload pay assignments require prior written approval (a) by the immediate supervisor of the employee who will undertake the proposed overload pay assignment; (b) by the administrator (e.g., dean) of the major academic/administrative unit in which that employee is appointed or currently employed full-time; and (c) by the administrator/dean of the unit in which the overload pay assignment is to be performed, if the unit in which the overload pay assignment is to be performed is different from the unit in which the employee is currently appointed/employed.

#### Caveats

In order to be approved, an overload pay assignment must meet the following minimum criteria:

1. The employee requesting overload pay must have a full-time assignment in her/his department or administrative unit performing assigned duties satisfactorily.
2. The employee's immediate supervisor, must approve the overload but only after consultation with the administrator/dean of the employee's unit.
3. The employee's proposed overload assignment *vis-a-vis* current commitments (e.g., including her/his regularly assigned duties, projects, approved employment outside the university, other professional obligations, etc.) will not adversely affect performance of her/his regularly assigned duties.
4. The approval of each overload pay assignment must be recorded and signed by the employee requesting the overload assignment.
5. The employee who violates this policy (e.g., fails to secure all required signatures) may be subject to appropriate disciplinary action up to and including termination.

Finally, summer appointments are not considered overload pay assignments for nine (9)-month faculty and are not subject to this Policy. However, faculty and academic staff members who hold full-time summer appointments are also eligible for overload pay assignments during the summer if such assignments are made pursuant to this Policy. Individuals performing overload pay assignments pursuant to this Policy remain subject to the same University policies and procedures as are in effect during the performance of their regularly assigned duties.

IHL Attorney General Review

- Yes
- No

**EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that I have received this policy and agree to abide by its terms.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Administrator/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Administrator/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EVPA & Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## MEMORANDUM

DATE: August 29, 2014  
TO: Academic Deans and Directors  
FROM: Donzell Lee, Ph.D.  
Interim Executive Vice-President & Provost  
RE: **FULL-TIME STAFF IN AN INSTRUCTIONAL CAPACITY**

Please be reminded of the Alcorn State University policy proscribing use of full-time staff in an instructional capacity. Specifically, overload teaching during the regular day curriculum by full-time staff may be allowed, **but only as a policy exception**. In addition, prior written approval must be obtained from (i) the dean/director with line responsibility over the department offering the course, and (ii) the dean/director and the vice president with line responsibilities over the staff member.

Such exceptions have been granted by my predecessors, particularly with respect to University Life (UL) classes. There, the UL staff made a noteworthy effort to comply with and adhere to the policy requirements. While I commend these efforts, please also assure close compliance by all full-time staff engaged in teaching within your units. To that end, take note of the practice expectations and cautions from the Office of Human Resources:

- Ensure that any staff person teaching in your unit has been granted permission to do so by the direct supervisor with approval of the Provost.
- Ensure that any staff person teaching a class is not doing so during their assigned work period. (The lunch hour is available for such an assignment, if approved.)
- Staff persons teaching a class during normal work hours, may designate the class time as their lunch hour. Accordingly, unit heads must maintain a record of the times the staff person spends away from his/her assigned job to perform said instruction.

As usual, your cooperation with the above is appreciated. In view of the aforementioned cautions from Human Resources, I will also be revisiting the present policy and practices *vis-à-vis IHL Policy & Bylaws* to ensure full-compliance. Do not hesitate to contact the Office of the Provost if you have any questions.

**FULL-TIME STAFF/FACULTY IN INSTRUCTIONAL/ADJUNCT CAPACITY  
ACKNOWLEDGEMENT STATEMENT**

*It is a conflict of interest and violation of state law as well as IHL and University policy for any employee to engage in a dual contract. Accordingly, I acknowledge that I am not engaged in course instruction or related activities during official university business hours, except the lunch hour. I freely affirm:*

I, \_\_\_\_\_ [name], am the instructor of record for:

<b>Semester &amp; Year</b>	<b>Course Name – section</b>	<b>Meeting Time</b>

I further acknowledge and affirm that I am not in violation of the dual contract policy of university, IHL, and/or state law or any other related conflicts of interest with regard to the course I am instructing. If I am in violation I agree to inform my supervisor immediately so that I may be removed from said course, as failure to do so may be grounds for disciplinary action up to and including termination.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

**APPROVALS AS APPLICABLE**

\_\_\_\_\_  
**SUPERVISOR SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEAN SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**VPAA/PROVOST**

\_\_\_\_\_  
**DATE**

