

UCSD GUIDELINES FOR TEACHING IN SELF-SUPPORTING PROGRAMS

Overview

Departments are encouraged to offer courses through approved self-supporting programs. Revenue from such courses may be used to fund courses taught as part of a faculty member's regular workload or on an overload basis.

Overload compensation is not allowed for teaching regular University courses, including undergraduate and graduate offerings (e.g., state-supported Masters programs). Such effort is to be recognized through the academic review process.

Self-Supporting Courses Taught As Regular Workload

The department has two options for using the fee revenue:

1. Use the fee revenue to "buy-out" the faculty member's state-supported salary. Course buyout rates should be set at the divisional level based on existing faculty leverage buyout programs (e.g., buyout of one course is equivalent to 1/6th of the faculty member's salary).
2. Department uses the fee revenue to hire a temporary replacement to teach the faculty member's regular (non-revenue generating) course. The faculty member continues to receive his/her entire salary from state sources.

Faculty may not teach more than one revenue-generating course as part of the assigned teaching load per year. Evaluations for such courses must be solicited and submitted with the academic review file.

Self-Supporting Courses Taught As Overload

Overload teaching must be funded by fee revenue generated by the self-supporting program (no state/core funds may be used).

Faculty who teach MAS courses on an overload basis are subject to the guidelines noted herein as well as in APM-662, APM-025, and APM-671.

Self-supporting program fees may be used as a fund source for faculty participating in the General Campus Compensation Plan (GCCP).

The following guidelines apply to teaching self-supporting courses on an overload basis:

Eligibility

Eligibility is restricted to Academic Senate faculty members who fulfill all regular teaching, service, and research duties during the academic year in which the overload teaching is performed.

Compensation

Compensation is determined based on the approved course compensation structures for self-supporting programs within an academic division. Rates may be based on fee revenue, programmatic considerations, and other factors. Compensation structures may differ across academic divisions. Compensation structures must be approved by the Executive Vice Chancellor prior to offering overload compensation.

The maximum amount that may be paid per course is 1/6th of the faculty member's annual base salary or \$30,000, whichever is less. This does not preclude divisions from setting lower course compensation limits.

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The maximum per course rate applies to UCSD faculty who teach on an overload basis at any UC campus and to faculty from other UC campuses who teach on an overload basis at UCSD. Faculty from other UC campuses may be subject to additional restrictions based on their home campus policies.

For courses with less units than the standard 4-unit course, the overload compensation should be prorated accordingly based on the standard rates used by the relevant department, division, or school.

If a course is co-taught, the overload compensation will be prorated according to the number of instructors utilized. If one of the individuals is not eligible for overload compensation, the other instructor is limited to the prorated share of the overload compensation.

Normally, overload teaching compensation will be paid in four equal monthly installments consistent with the established quarter pay period. Courses taught on an accelerated schedule may be paid in fewer monthly installments.

A faculty member may not earn compensation for overload teaching if his/her regular or overload courses are cancelled during the academic year. If overload compensation was provided prior to a course cancellation, the faculty member must repay the overload amount.

Overload compensation is not considered covered compensation for retirement purposes and is subject to tax withholding.

Limitations and Restrictions

A faculty member may teach no more than one overload course in a particular quarter and no more than two overload courses in one academic year, including courses taught at other UC campuses. The course maximums are based on a standard 4-unit course.

In rare cases, it may be necessary for a faculty member to teach more than one overload course per quarter. This is acceptable with the caveat that the overload teaching does not negatively impact the regular courses taught during the same quarter.

Teaching self-supporting courses on overload basis is considered a Category 2 activity under APM-025 (and APM-671 for members of the Health Sciences Compensation Plan). Such activities are reportable and counted against the 39/48-day limit. For purposes of calculating time under the provisions of APM 025, podium hours consist of both preparation time and contact teaching hours. Teaching even one hour counts as one day (maximum six podium hours per day). A faculty member who does not have sufficient consulting days to cover the activity may not receive overload compensation.

Additional compensation for teaching on an overload basis is allowed for self-supporting courses but only if an individual is not receiving teaching relief for any reason, including administrative service, leaves of absence (e.g., sabbatical, leave without pay, etc.), faculty leverage/buyout programs, etc., and is doing the regular teaching load expected of an active-duty faculty member.

The regular teaching load should match the standard department workload that is on file with the AVC-Undergraduate Education. Teaching loads **may not** be prorated based on leaves of absence (e.g., sabbatical, leave without pay, etc.) for determining eligibility for overload compensation.

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A regular course taught during a sabbatical leave in residence, as per APM 740-8, does count toward one's regular teaching load. Alternatively, overload teaching can be done during a sabbatical in residence if the full course load was met during the remainder of the year.

Independent study courses and Executive Education courses may not be counted as part of a faculty member's assigned teaching load.

For faculty participating in the General Campus Compensation Plan (GCCP) or Health Sciences Compensation Plan (HSCP), the overload compensation calculation will be based on their regular annual base salary (covered compensation rate), not on the negotiated annual salary.

Implementing Procedures

UCSD faculty teaching overload courses for the home department

The department Chair/Dean of Professional School is responsible for:

- Preparing the Overload Teaching Agreement form and submitting the request to the EVC at least 30 days prior to the quarter begin date in which the overload occurs.
- Ensuring the individual has fulfilled department workload requirements.
- Ensuring the proposed overload compensation amount does not exceed our local limit (1/6th of the faculty member's annual base salary or \$30,000, whichever is less) and that the faculty will not exceed the two course overload limit per academic year.
- Ensuring as a Category 2 activity, the faculty member has sufficient consulting days available to cover the activity and that the activity is reported under APM-025/APM-671.

UCSD faculty teaching overload at a UCSD department other than their home

The hiring department Chair/Dean of Professional School is responsible for:

- Preparing the Overload Teaching Agreement form and routing the request initially to the Chair of the faculty's home department for signature.
- Ensuring the faculty has fulfilled home department workload requirements.
- Ensuring the proposed overload compensation amount does not exceed our local limit (1/6th of the faculty member's annual base salary or \$30,000, whichever is less) and that the faculty will not exceed the two course overload limit per academic year.
- Ensuring as a Category 2 activity, the faculty member has sufficient consulting days available to cover the activity and that the activity is reported under APM-025/APM-671.
- Ensuring the Overload Teaching Agreement form is submitted to the EVC at least 30 days prior to the quarter begin date in which the overload occurs.

UCSD faculty teaching overload at another UC campus (Intercampus payment process, UCSD is the home campus)

The home department Chair/Dean of Professional School is responsible for:

- Ensuring the proposed overload compensation amount does not exceed our local limit (1/6th of the faculty member's annual base salary or \$30,000, whichever is less) and that the faculty will not exceed the two course overload limit per academic year.
- Ensuring the individual has fulfilled the home department workload requirements.
- Ensuring as a Category 2 activity, the faculty member has sufficient consulting days available to cover the activity and that the activity is reported under APM-025/APM-671.
- Communicating with the host campus to confirm they may initiate the Temporary Intercampus Appointment/One-Time Payment form.

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UC faculty (non-UCSD) teaching overload at UCSD (via the intercampus payment process, UCSD is the host campus)

The host department Chair/Dean of Professional School is responsible for:

- Ensuring the proposed overload compensation amount does not exceed our local limit (1/6th of the faculty member's annual base salary or \$30,000, whichever is less) and that the faculty will not exceed the two course overload limit per academic year.
- Obtaining prior approval, in writing (email will suffice), from the appropriate faculty administrator at the home UC campus before offering the overload appointment.
- Ensuring the individual has fulfilled the home department workload requirements.
- Ensuring as a Category 2 activity that the faculty member has sufficient consulting days available to cover the activity and that the activity will be reported by the home department under APM-025/APM-671.
- Preparing the Temporary Intercampus Appointment/One-Time Payment form as the host campus and routing the request to the Academic Personnel Office, along with a copy of the Overload Teaching Agreement form, at least 30 days before the course begins.

The faculty member's home department is responsible for tracking consulting days required and utilized to teach in self-supporting programs (APM-025, APM-671).

Responsibility

It is the responsibility of the Department Chair to plan course coverage and determine overload needs well in advance of the course offering.

It is the responsibility of the Department Chair to endorse or deny, in advance, any requests made by their faculty to teach in a different department, division, school, or UC campus as part of the regular workload or on an overload basis.

It is the responsibility of the Dean to propose course compensation structures and limits for self-supporting programs within their respective divisions.

It is the responsibility of the Department Chair and Dean's Office to verify that the teaching load and all other requirements noted herein have been met prior to submitting or endorsing overload requests.

Approval Authority

The Executive Vice Chancellor has final authority to approve self-supporting course compensation structures.

The Executive Vice Chancellor has authority to approve overload teaching agreements and all related exceptions.