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## *SJSU Policy on Overloads/Additional Employment for Faculty*

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The Collective Bargaining Agreement is the primary source for regulating faculty overloads. Article 36.5 reads:

A faculty unit employee shall be limited in CSU employment to the equivalent of one (1) full-time position in his/her primary or normal employment. An "overage" of twenty five percent (25%) of a full-time position shall be allowed if the overage employment: (a) consists of employment of a substantially different nature from his/her primary or normal employment; (b) is funded from non-general fund sources; or (c) is the result of the accrual of part-time employment on more than one (1) campus.

The Chancellor's Office, through technical letter HR 2002-05, has instructed the campuses to develop appropriate guidelines and procedures for prior approval and monitoring of all additional employment. Additional employment and overload may be denied and/or restricted by the campus President or designee.

Faculty overloads can be the product of

- Special Consultant payments
- Teaching that is paid through non-general fund sources
- External grants through Tower or Research Foundation that are not paid as reimbursement for released time
- **Additional appointments (above 1.0 FTE) paid through the general fund**

**Only the last example needs additional documentation as outlined in the present memo.**

The other categories already have procedures in place for documenting the work to be done and the payments to be made.

**Effective January 1, 2015, additional appointments to be paid through the general fund will require documentation supporting the overload request** prior to the beginning of the assignment. In the form of a memo routed through the Dean's office for review by Faculty Affairs, such a request for overload will detail:

- The scope of the work to be conducted. What is the nature of the project? What are the deliverables? Who will be responsible for reviewing the deliverables when completed?
- An explanation of how the fractional appointment level [FTE] was determined. What explains, for example, the difference in a .20 overload and a .25 overload? Why was the assignment given one fraction rather than the other?

Faculty Affairs will review for compliance with all policies. If approved, the additional employment can commence and the documentation of same will be retained in the PAF. Overloads are requested, reviewed, and approved only for a semester at the time, and each semester must have separate documentation for approval.

Any agreed upon deliverables will be submitted to the identified reviewer when completed. Any such documents are subject to the standard CSU guidelines for records retention.

Finally, SJSU discourages overload for faculty when it is possible instead to reduce the individual's workload through assigned time (i.e., reimbursed release time). The use of overload for faculty should be minimized to exceptional cases, with a likely duration of one semester.

Please be reminded of the following policies regarding faculty workload:

- A faculty member paid 100% from federal grant funds may not work more than 100% time.
- No additional employment may be performed prior to receiving written authorization from Faculty Affairs.
- There can be no conflict of interest involved in any case of additional employment.
- The additional employment may not conflict with the regular faculty appointment and responsibilities.
- The individual's overload assignment may not exceed 25% above full-time in any given semester. (In other words, the faculty member's total assignment may not exceed 1.25 FTE in a given semester.)
- No additional benefits, such as vacation and sick leave, are accrued for the overload.