

Academic Operating Procedure 11



Prior Approval for Overloads and Supplemental Compensation

Approved: August 15, 2025
Effective: September 1, 2025

AOP Statement

This Academic Operating Procedure (AOP) establishes a formal process by which academic personnel must obtain prior approval for any activity that will result in overload or supplemental compensation. The procedure is intended to address inconsistencies in current practices by requiring authorization before supplemental work is started.

The purpose of this AOP is to promote institutional accountability, ensure alignment with existing workload and compensation processes, and support consistent administrative oversight of overload teaching and supplemental pay. Establishing a standardized approval process reduces the risk of unauthorized compensation and ensures compliance with applicable university and System policies and regulations.

Procedures and Responsibilities

1. RESPONSIBILITY

- 1.1. Pursuant to System Policy *31.01, Compensation*, any supplemental compensation granted after the initial offer of employment must be approved in writing by the appointing authority or the designee.
- 1.2. Faculty and academic personnel are responsible for preparing a written request in the form of a memo outlining the proposed activity, time frame, compensation breakdown, and funding source, as listed in Section 2 of this AOP.
 - 1.2.1. Request memos must be submitted at least five (5) business days in advance of the activity start date and routed for approval through the individual's immediate supervisor/department chair, the college dean/the unit head, and the Office of the Provost.
 - 1.2.2. If prior approval is not possible, the faculty member or academic employee must include a justification memo as described in Section 3 of this AOP.
- 1.3. Department chairs and directors are responsible for reviewing and evaluating the request memo to ensure the activity aligns with the employee's existing workload, does not

conflict with regular responsibilities, and is supported by available funding. Approved memos must be submitted to the dean or unit head.

1.3.1. Departments should exercise due diligence in exploring all available and cost-effective options to meet instructional needs before assigning teaching overloads. Every effort should be made to identify qualified faculty within the department or across other departments to cover the course(s).

1.4. The dean or unit head is responsible for reviewing the submitted memo to ensure the activity and compensation are appropriate and aligned with the unit's/college's goals. Approval must be documented before routing to the Office of the Provost.

1.5. Provost and Senior Vice President for Academic Affairs or designee, in collaboration with Human Resources (HR), is responsible for final approval of all overload or supplemental compensation requests involving faculty and academic personnel.

2. PRIOR APPROVAL REQUESTS

2.1. The written request memo must include the following information:

- (1) Timeframe: start/end dates and hours per week
- (2) Activity Description: scope and duties involved
- (3) Workload Estimate: total hours and deliverables
- (4) Compensation Breakdown: include total amount
- (5) Funding Source: account number(s)
- (6) Approval Section: section for signatures from the immediate supervisor, dean/unit head, and provost
- (7) Supporting Documents: If available, attach additional supporting documents (e.g., contracts, project agendas).

2.2. A faculty member requesting teaching overload compensation must consult with their department chair in accordance with University Rule *12.03.99.K1, Teaching Load Credits*, prior to submission of the request. The request must be approved by the dean of the college. Requests approved by the college dean must be submitted to the Office of the Provost for final review and approval.

3. JUSTIFICATION FOR LATE REQUESTS

3.1. Requests for compensation submitted after the activity has been initiated must include a written justification memo and will also be subject to administrative routing, review, and approval.

3.2. Justification memos must include all items listed in Section 2.1 of this AOP and the following:

- (1) Reason prior approval wasn't obtained
- (2) Why the overload teaching or supplemental work was urgent or unavoidable
- (3) Summary of the initiated or completed work (dates, hours, duties)
- (4) Risks or repercussions if approval is denied

3.3. Retroactive payments are approved at the discretion of the Provost and Senior Vice President for Academic Affairs and HR.

Related Statutes, Policies, Rules, or Requirements

[System Policy 31.01, Compensation](#)

[University Rule 12.03.99.K1, Teaching Load Credits](#)