
FACULTY OVERLOAD AND OUTSIDE EMPLOYMENT

Approval Authority	President
Responsible Executive	Vice-President Administration
Related Policies / Legislation	Board policy direction Human Resources Development and Management (BPD-225)

DEFINITIONS

In this policy, the following definitions apply:

Overload: Any additional duty beyond what normally constitutes a full load, for which a University of the Fraser Valley faculty member receives remuneration from University of the Fraser Valley in addition to contracted salary.

Outside Employment: Employment of a University of the Fraser Valley faculty member by another employer.

POLICY

The intent of this policy is to encourage faculty to participate in the various program areas of the University so that there is maximum benefit to individuals and agencies served by the University, and such that there is reasonable compensation for and controls on the faculty time invested.

University of the Fraser Valley permits faculty members to assume additional duties (overload) at the University, beyond their regular assigned duties as described by the Collective Agreement. Whenever possible, duties which would otherwise constitute an overload will be assumed as part of a regular duty load on a release basis.

REGULATIONS

1. As a matter of professional obligation, a faculty member should inform his or her Director or Dean of outside employment.
 2. The extent of any outside employment will be considered in the approval of overloads.
 3. As a general guideline, a faculty member may assume additional duties on an overload basis up to a maximum of twenty-four (24) days or equivalent hours ($24 \times 7 = 168$) per year.
 4. With the exception of departmental course work done through Contract Services, full-time faculty should not assume sessional section overloads in their own departments, except on an emergency basis where no part-time instructor can be found. Where such an overload is assumed, it will be considered part of the total maximum annual overload.
 5. Hourly paid overloads (part-time vocational programs, trades, ABE, etc.) will be considered part of the total maximum annual overload.
 6. As much as possible, overload time is to be distributed throughout the duty year on a proportionate basis; e.g., ideally in equal proportions of teaching, non-teaching duty, professional development and vacation time.
 7. Compensation for overloads shall be at approved University rates.
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8. Overloads will be approved subject to:
 - 8.1. knowledge of the department members, as confirmed by the Director, program/department head or co-ordinator;
 - 8.2. it being clear that such overload will not be detrimental to the performance of duties as per relevant articles of the Collective Agreement;
 - 8.3. the above guidelines;
 - 8.4. the signature of the appropriate Dean upon recommendation of the program/department head or Director.
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