

## First Year Seminar Professional Development Overload Compensation Request Form:

Instructors of First Year Seminar (FYS) may participate in two ways:

- 1) by counting FYS teaching as three (3) credit hours toward their regular workload of 24 hours/yr.
- 2) by teaching FYS as three (3) credit hours of Overload\* workload.

These two methods are given different treatment when calculating appropriate amounts/levels of Professional Development compensation for FYS teaching. Therefore, it is important that each Instructor, and their Chair or equivalent, understand and agree by which method the Instructor is teaching FYS.

\*As laid out in Pac-29, "When the overload occurs during the fall semester, then a correspondingly reduced workload should be planned for the subsequent spring semester."

### **Defining Overload Instruction:**

Overload instruction is defined by Pac-29 Faculty Workload. Faculty overload instruction is defined per annual credit totals. For instance, typical teaching load for assistant/associate professors is 24 semester hours per academic year. However, 500-level courses, having majority of graduate students, and 600-level courses are prorated so that each credit hour is equivalent to four-thirds (4/3) of a credit hour. Typical instructor workload is 27 semester hours per academic year. Typical department chair workload is 12 semester hours per fiscal year with no overload. Generally when an overload occurs during the fall semester, a reduced workload should be planned for the subsequent spring semester. Furthermore, given differences in calculating workload in different programs, FYS instructors and program chairs must show that the regular workload will be surpassed by at least two credit hours.

Hence, requests for consideration to receive the overload level of FYS instructor incentive depends on demonstrating what is the regular workload for the FYS instructor and that that level is passed by at least two credit hours. For instance, an assistant professor with a typical 24 credit hour course load per year must show that they will be teaching at least 26 credit hours for the year (fall and spring semesters).

**Note:** Special consideration can be requested based on clear explanation of particular situations. For instance, an instructor who has three credit hours of reassigned time can request a change in the calculation of their annual workload and qualify as teaching an FYS section as an overload.

### **Requesting and Receiving FYS Incentive Funds:**

All instructors who teach an FYS section will automatically be eligible for FYS Incentive funds. Instructors do not need to do anything to receive the funds.

Instructors may request consideration for overload-level incentive funds. The FYS Instructor Incentive Form must be completed and signed by the instructor and appropriate department chair or equivalent. The form is available from the FYS web page (<http://www2.moreheadstate.edu/genedreform/index.aspx?id=64171>). The form and appropriate documentation must be submitted to the Director of First Year Programs & Academic Services:

Lora Pace, Director  
First Year Programs  
329 Allie Young Hall  
[l.pace@moreheadstate.edu](mailto:l.pace@moreheadstate.edu)  
606-783-2517

First Year Seminar Professional Development Overload Compensation Request Form:

1) REGULAR WORKLOAD

Nothing needs to be submitted for receiving Professional Development Incentives as a part of the normal workload.

2) OVERLOAD

Provide Instructor Information:

Name: Office Address:

Department: Telephone Number:

Email Address:

Chair or Equivalent:

Fill in the following table with the credit hours for the fall and spring semesters for the instructor's regular workload, expected overload credit hours, and the number of FYS credit hours per semester.

	Fall	Spring
Regular Course Load		
Expected Course Load for Current Year		
Credit Hours of FYS Sections		

Describe the reasons for variation from regular course loads as described in Pac 29. Add additional pages if necessary.

[Empty box for describing reasons for variation from regular course loads]

Attach supplemental documentation and list the attached documents in the space below.

[Empty box for attaching supplemental documentation]

Signing in this section signifies that the Instructor will be schedule for teaching an overload of at least two credit hours above their regular workload:

Instructor: Date:

Chair or Equivalent: Date:



Please submit this signed document to:

Lora Pace, Director  
First Year Programs  
329 Allie Young Hall  
l.pace@moreheadstate.edu  
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