FACULTY OF HUMANITIES AND SOCIAL SCIENCES
OVERLOAD TEACHING AND/OR SUPERVISION AGREEMENT
(use for both extra salary payment or banked time options)

1. Prior to the start of semester (for extra course teaching) or start of student program (for supervision): The faculty member who is requesting extra teaching or supervision completes this form. Use one form per course instruction or supervision. Upon approval and signature of the Department Head, the signed form is forwarded to the Dean's Office for review and recording purposes.

2. Upon receipt in the Dean's Office: Faculty members in receipt of course remission(s) during an academic year will be approved by the Dean's Office for no more than one supplementary course for that academic year. Once approved, a copy of the form is retained by the Dean's Office and the original form is returned to the Department Head. Extra teaching payment for courses is entered into Banner by the department.

3. Upon completion of work: The original form is signed by the Department Head and returned to the Dean's Office. Payment for supervisions will be processed by the Dean's Office and Dean's Office records will be updated for cases of extra course payment or banked time allocation. **Departments are required to maintain their own records of accrued and liquidated banked time.**

To be completed by proposed instructor/supervisor

Name (print): _____ Dept. _____

Signature: _____ Date: _____

I agree to the following elected option for my overload teaching and/or supervision as indicated below:

Check one option: Banked Time ☐ Extra Salary Payment ☐

Course Teaching:

Course Name & Number	Section	Semester/Year	Recognition*	Estimated Cost*

Student Supervision:

Student Name & Number	Program (Honours, MA, PhD, Non-Thesis MA, Field Course)	Anticipated Completion Semester	Date of Completion	Recognition*	Estimated Cost*

To be completed by Department Head and Dean's Office

1.Initial Signatures:

_____ _____ _____ _____
Department Head Date Dean's Office Date

2.Confirmation of completion of work:

_____ _____
Department Head Date

3.Approval for payment:

_____ _____
Dean's Office Date

4.Payment details:

_____ _____
Amount FOAPAL

FACULTY OF ARTS

*Teaching Equivalencies Policy

(*NOTE: compensation is based on extra teaching rate as per MUNFA Collective Agreement and will be adjusted as rates change)

Teaching Equivalencies Background

- Teaching Equivalencies Committee was formed shortly after the signing of the MUNFA collective agreement.
- Committee's Mandate was to determine the equivalence to standard three-hour lecture courses of all other non-standard teaching.
- Based on Committee's recommendations, a new policy was implemented Spring Semester 1997 to recognize honours and graduate supervision as per below.

Compensation: Two Options (one to be chosen by instructor at commencement of work)

1. Banked Time
    - Future adjustment of teaching assignments
    - Recognition based on scheme under teaching equivalencies policy
    - University-wide policy already in existence

2. Payment for overload teaching based on scheme under teaching equivalencies policy (as per below).

Scheme of Compensation (upon completion of extra teaching and/or supervision)

- Honours supervision = .25 ($4,896* x .25 = $1,224)
- Master's supervision = .50 ($4,896 x .50 = $2,448)
- Ph.D. supervision = 1 ($4,896)
- Supervision of project in non-thesis M.A. = .33 ($1,632)
- Graduate reading/small course = .25/student for up to a maximum of 3 students
- Three-hour scheduled labs (full involvement of instructor) = .50
- Instructional field course = part of load when registration is 10 or more – otherwise 1.0 course when total registration reaches 10.

C:/I/Budget/Extra Teaching/Supervision.doc (Oct 21/14)