

Policy

POLICY TITLE:	Course Overload Stipend Application Process
CATEGORY:	Academic
RESPONSIBILITY:	Academic
OWNER:	Associate Dean Academic
APPROVED BY:	Academic Council
APPROVED DATE:	November 29, 2024
LAST REVIEWED:	July 1, 2024

Introduction

The First Nations University of Canada is committed to quality teaching, research, and service grounded in the knowledge of First Nations teachings. To fulfill its commitments, the University must recruit and retain exceptional staff to provide high-quality programs and services to clients, communities, and stakeholders. In recognition of our unique culture the University is allowed under *The Saskatchewan Human Rights Act* to undertake preferential hiring of First Nations faculty and staff.

Definitions

Program refers to an academic or an administrative program.

Associate Dean Academic/Vice President Academic refers to the employee authorized by the University to direct the work of an employee and to whom the employee reports. It is a generic term which includes or refers to the head of an academic program, the director of an administrative department, or other administrative supervisor.

Overload: A teaching responsibility that goes above and beyond the normal teaching load described in the Program's Criteria Document or in the Collective Bargaining Agreement.

Policy

1. *Submit an Overload Application Form* to the Associate Dean Academic and the Vice President (Academic). This form is filled out by the faculty member, then submitted to the Associate Dean Academic for approval, and finally to the Vice President Academic for the final approval. This form serves as the approval/confirmation in two areas: 1) that this overload will not interfere with their regular duties and 2) approval from the Vice President Academic to teach the course.
2. The Overload Application Form is to be completed and submitted for approval prior to the semester in which the instructor is applying for the course overload. If this form is not completed and therefore not approved, the stipend release form will not be processed.
3. Stipends shall be released on April 30th of the academic year for courses scheduled between September 1-April 30, in which the overload stipend applies. Stipends scheduled for courses scheduled between May 1-June 30th, shall be released June 30th. Additionally, stipends will not be released if the final course marks are not submitted and approved.

Amounts of Overload Stipends:

Please refer to the University of Regina Faculty Association CBA for the rate of the Faculty overload stipend for a 3 credit hour course. The amount of the stipend must be filled in on the application and release forms, as well as the number of students enrolled in the overload course taught. Please include all budget code information.

Role and Responsibilities

The Vice President Academic is the individual within the university who is responsible for all faculty Overload Stipends. It is ultimately the decision of the Vice President Academic to determine if the course overload is required and if the program budget allows for a overload stipend. The Associate Dean Academic will provide the Vice President all pertinent information regarding the Course Overload for the Academic Member and ensure the forms are completed with all necessary information prior submitting to the Vice President Academic for review and approval.

Consequences for Noncompliance

Noncompliance could result in the process being viewed as biased and non-credible, and could negatively impact the reputation of First Nations University of Canada within its community and stakeholders.