

**SUBJECT: COMPENSATION FOR UNANTICIPATED ALTERATION IN TEACHING WORKLOAD  
DUE TO A LOSS OF COURSE INSTRUCTOR****1. Purpose**

This policy involves the compensation of Faculty members who agree to take on teaching assignments as overload under Article 30.3.5 due to the unanticipated loss of another course instructor on short notice. This change in assignment must occur either two months or less prior to the start of the course, or once the course has begun.

**2. Scope**

The most common reasons for applying this policy include the unanticipated illness or change in employment status of an instructor already assigned to a course. Wherever feasible and before invoking this policy, every effort should first be made either to cancel the course, if it has not begun, to assign it to another regular Faculty member without a full course load, or to hire a term instructor to teach it.

Faculty members teaching a course on overload under these circumstances will be provided with an additional 33% in compensation pro-rated to the remaining Student Contact Hours (SCH) in the course.

**3. Authority**

The Chair may recommend and the Dean may grant this compensation. It will be the responsibility of the Vice-President (Academic) and Provost to ensure compliance with this policy.