

For **external campuses**, the appropriate external director/campus dean will submit the Pay Authorization for Faculty Overloads and Adjunct Faculty-External Campuses For, Attachment C, along with the Contract to Teach at Wayland Baptist University Form, Attachment D. After confirmation of the class, the forms are sent to the VPEC for initial approval and forwarded to the VPAA for final approval.

Compensation for teaching a course overload may be either monetary or a corresponding reduction in the faculty member's teaching load in a subsequent term. Monetary compensation shall not exceed the amount paid to an adjunct faculty member.

Evaluation of Academic Workloads - School deans, the VPAA, external campus directors/deans and the VPEC will review an annual academic workload report by school or campus of the teaching duties and other academic services performed by each member of the faculty paid in whole or in part from instructional funds to review evidence of compliance with requirements of this policy. Justification shall be provided for each instance of noncompliance.

The president, in conjunction with the VPAAi,
