**Procedure for Faculty In-Load Work Outside of the College of Education**

**Procedure Title:** Faculty In-Load Work Outside of the College of Education

**Department Responsible:** College of Education

**Contact Person and Title:** Department Chair and College Dean

**Procedure:** The procedure outlines the compensation due to the College if faculty teach outside of the College.

Faculty members who take on in-load teaching or service appointments attached to a department outside of the College or to another university, must compensate the College for the proportion of the salary that is lost to the College. All full-time in-load teaching assignments are counted at a rate of 10% of salary per 3-hour course. Any in-load teaching arrangements made with the Office of Teaching Innovation and Digital Education (OTIDE), however, are compensated to the College at a rate developed by the Provost’s Office. Work allocation percentages for service projects are open to negotiation.

**What Policy is Connected?** UA Faculty Handbook (Chapter 3)

**Scope:** College of Education Faculty