


July 3, 2008

## MEMORANDUM

TO: Department Chairs

FROM: Jim Hogge 

RE: Effort allocation for teaching a course

I am writing to confirm that each course taught during the academic year corresponds to 10% effort. For example, a faculty member who teaches two courses each semester (four per academic year) devotes to teaching 40% of his or her total institutional effort for the academic year.

If you contemplate asking a Vanderbilt employee who is not a member of your department faculty (i.e., not paid from your departmental budget) to teach a course in your department, please keep the following in mind:

1. It is very important to consult the department chair or supervisor of the prospective instructor before asking them to teach for your department. Do not rely upon the faculty member to do this.
2. Because one course corresponds to 10% effort for the entire academic year, the effort allocation for each course is 20% during each month of the semester (fall or spring) in which the course is taught.
3. The months involved are September through December (four months) or January through April (also four months) for the fall and spring semesters, respectively.
4. Compensation may be paid only in the form of a salary offset (buyoff) corresponding to the above percentage and months. We do not provide "overload pay" or compensation in the form of professional development funds.

Please consult your department's administrative officer if you have any questions about this matter.

cc: Dean Camilla Benbow  
Ms. Karen Cunningham  
Ms. Jan Hargett  
Administrative Officers