

Policy on Faculty Overtime, Overload and Other Payment Rates

Policy Owner	University Council
Policy Author	University Council
Version	V 5.1
Issuing Authority	University President
Last Modified	18 th December 2023
Circulation	All Deans, All Faculty, HR Dept., Finance Dept.,
Effective Date	14 th January 2024 (<i>By the start of Summer semester 2023/2024</i>)
History	The Policy was reviewed and updated by the UC on 13 th February 2024. <i>Article 4; Pg.# 2 'Small-sized Class (Sections below minimum class size)' have been modified.</i>

Policy on Faculty Overtime, Overload and Other Payment Rates

1) Overload Rates for FULL TIME YU Faculty members (UG and PG):

Faculty members who are teaching extra credit hours (above maximum teaching load for their academic rank) during weekdays or weekends at any level (UG or PG) whether during the day or evening, the following rates will be applied:

- **MS/Lecturer** **100 SR/contact hour**
- **PhD Holder** **150 SR/contact hour**

2) Part-Time (NON-YU) Faculty Members weekday basic (wage) pay rates for day or evening (UG and PG):

- **MS Holder : 200 SR – 300 SR /contact hour** (*based on the approval of the University President*).
- **PhD Holder : 300 SR – 500 SR/contact hour** (*based on the approval of the University President*).

3) PGS:

- Full-Time YU PhD faculty who teach EMBA during the weekend (Thursday evening, Friday, Saturday) as part of their regular teaching load or as overload will be paid an extra **SR 200 incentive bonus** per contact hour.
- For local NON-YU PhD holders a weekend overtime rate of **SR 100** per contact hour will be paid.
- International Faculty members / International partners will be paid according to the signed agreements.
- No payment is due for supervising Business Plans and Graduate Projects.

4) Small-sized Class (Sections below minimum class size):

Small-sized study courses for sections below minimum class size will carry ½ (half) the credit load for faculty towards their teaching load against the actual credit hours of the course.

5) Senior Projects – Undergraduate:

Faculty who are assigned to teach senior project based courses will receive one-half of the course’s total credit hours for the calculation of their teaching loads.

6) Research Supervision and PGS Graduation Projects:

Faculty who are assigned to teach independent research PGS courses will receive the one-half of the credit hours for the calculation of their teaching load.

7) Invigilation Stipend for Mid-semester and Final Examinations (*on weekends or after 4:00 PM on weekdays*):

- **100 SR /contact hour** to be paid for the invigilation in the evening during the weekdays and at any times on the weekend.
- A College may request an Admin staff member to invigilate if there is a shortage of faculty invigilators; and the Admin staff will be paid as per the overtime policy based on hand punch report (only after 4:00 PM on weekdays and anytime on weekends). In case of invigilation during regular working hours no overtime or incentive will be paid.

Exceptions

The University Council reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 25/2/2024