


PROCEDURE MANUAL

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			Last Revision Date: 12/15/14
			Effective Date:
Section	Faculty Workload	Subject	Title: Faculty Workload

PURPOSE

Faculty workloads

Faculty workloads may vary but are directed toward fulfilling the principal goals of the college. Workload assignments are made appropriate to the faculty member's credentials. In regard to individual faculty workloads, time must be allocated to meet assigned responsibilities in the functions of instruction and service. Curricular requirements and faculty expertise, experience and professional interest determine course assignments. The Dean, with approval of the Vice Chancellor, makes faculty member assignments.

A base of 15 credit hours per semester or 30 contact hours per week is the reference load for full-time instructional faculty. Faculty members who have been assigned or who are requesting a reduced instructional load must receive permission from the Dean, and the Vice Chancellor of Academic Affairs, who will in turn forward to the Chancellor for final consideration.

Overload sections

Overload refers to teaching sections above the regular 15 credit hours per semester or 30 contact hours per week. Overloads constitute extra work for extra pay. Faculty members are expected to perform all regular duties and responsibilities with no degradation of services resulting from the overload. Full-time faculty may accept overloads each semester for additional compensation. Overloads will be paid at the adjunct pay rate. Overload class assignments are based on student demand, instructor expertise and evaluations of faculty teaching during the previous academic year. The Dean along with the Vice Chancellor of Academic Affairs will grant approval of these requests for faculty. Assignments are based on the best interests of the College. For overload situations, laboratory or studio courses are calculated based on contact hours in the classroom for pay purposes.

Exceptions are reviewed carefully to ensure that the teaching faculty member has appropriate skills and has appropriate time to conduct good teaching and still have necessary time in the schedule to perform other service duties required.