

REQUEST FOR EXCEPTION TO FULL-TIME FACULTY MEMBER TEACHING OVERLOAD POLICY

If a full-time faculty member is scheduled to teach overload more than six (6) lecture hours or equivalent, excluding intersession and summer classes, per semester, please complete the following:

Faculty Member _____

Department/Program _____

Fall Semester 20_____

Spring Semester 20_____

Overload Assignments:

Overload Assignments:

Course_____ Class #_____ FTE_____

Course_____ Class #_____ FTE_____

Course_____ Class #_____ FTE_____

Course_____ Class #_____ FTE_____

Course_____ Class #_____ FTE_____

Course_____ Class #_____ FTE_____

Course_____ Class #_____ FTE_____

Course_____ Class #_____ FTE_____

Total Overload FTE_____

Total Overload FTE_____

Explanation of request for excessive overload (450 char):

District/PFF Agreement 4.1.12

A full-time faculty member may work up to six (6) Lecture Hours (or equivalent) of overload per semester. Exceptions to this limit shall require the prior written approval of the Assistant Superintendent/Vice President, Instruction. All assigned overload must be approved by the Dean, or first-level educational administrator to whom the faculty member reports. Assignments during any intersession or summer session shall not count against the maximum allowable overload. Probationary or tenured faculty members working under an individual contract requiring less than full-time service shall not be given hourly assignments in addition to their contract assignments. Exceptions for special circumstances must be approved by the appropriate Assistant Superintendent/Vice President in consultation with the Federation and appropriate Dean.

Consultation _____

Chair/Director

Date

Consultation _____

Division Dean

Date

Approved _____

Assistant Superintendent/Vice President, Instruction

Date