

SUBJECT: Faculty Overload	Effective Date: July 1, 2011	Policy Number: 01-1-023
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority:	

I. Purpose and statement of operational policy underlying the procedure.

Full time faculty may teach a maximum of one additional 3 or 4 credit hour course at any one time in addition to the 12 hour required course load. The courses shall be assigned by the Division Chair, and full time faculty will have priority in assignments. A faculty member teaching any overload in a Division other than the one to which they have primarily been assigned must have the approval of their Chair. The rates for overload are applicable as for any adjunct teaching: \$675.00 per credit hour for people with earned terminal degrees, and \$500 per credit hour for others. No faculty may teach more than 15 hours at any point in a term without special permission.

II. Applicability/Scope


All Full time faculty

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Division Chair	Notifies faculty of available courses, prepares contracts	Each semester
Faculty member	Signs Contract	

IV. Related policies/References for more information

Faculty Handbook

Authorizing Official: <u></u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	