

OVERLOAD ASSIGNMENTS

Contract Overload Prerogatives - Requests for hourly pay overload assignments shall be made in writing to the School Dean. Full-time instructors have priority for assignment over part-time instructors for hourly pay overload assignments for classes within their School, up to the time of the publication of the Class Schedule. If a full-time instructor's overload assignment is canceled and the instructor requests an alternate overload assignment, or if the instructor's decision to request an assignment occurred after the publication of the Schedule and the School Dean concurs with the request, the decision on such requests will be determined as follows:

1. The full-time instructor has priority for assignment over the non-vested* adjunct instructor in that discipline.
2. A vested* adjunct instructor in that discipline has priority over the full-time instructor.
3. In any specific case where extenuating circumstances exist, the School Dean may modify the priorities listed in (1) and (2) above.

Full-time Certificated staff members may apply for overload teaching assignments in Schools other than their own and such requests may be given consideration by the cognizant Dean.

Overload Limitations - Certificated staff members may accept up to six hours per week of overload teaching or additional work assignment for extra pay. Request for exceptions to the overload limitation must be in writing and submitted by the immediate supervisor to the cognizant Vice President for approval. All television and work experience courses will be designated as overload assignments if taught by a contract employee unless the Vice President for Academic Affairs authorizes the assignment to be part of a contract load.

*In this document, a part-time faculty member meeting the following requirements will be referred to as a vested adjunct faculty member:

A part-time faculty member in good standing who has taught more than 18 Lecture Hour Equivalent (LHE) over three consecutive semesters in one discipline, with satisfactory performance.