



POLICY NUMBER: SLCC-IS-103b

POLICY AND PROCEDURES MEMORANDUM

Title: Adjunct Faculty Workload Overloads

Effective Date: Sept. 5, 2012

Date of Last Revision:

Cancellation:

Office:

Policy on Adjunct Faculty Workload Overloads

The college recognizes that under some circumstances it may be in the interest of students to invite an Adjunct faculty member to teach beyond the 9 credit hour course load. This situation may exist, for example, during an enrollment surge or when a faculty member unexpectedly is unavailable at the start of the semester. In these situations:

1. A course overload may be permitted if it is recommended by the Department Chair and approved by the Dean or Vice Chancellor of Academic Affairs.
2. The overload must not interfere with the adjunct instructor's other assigned duties.
3. Selection of the adjunct instructor is made by the Dean in consultation with the Department Chair and is based on considerations such as the instructor's current work load and performance as well as the course, time, day, location, delivery method, etc.
4. An overload assignment may not exceed three hours per semester, barring emergency.
5. Compensation for overloads is to be paid at the instructor's adjunct rate.

This policy may be suspended under conditions of financial emergency as determined by the Chancellor or Vice Chancellor of Administration and Finance. No Faculty are guaranteed overloads. Overloads are approved based on the needs of the student and the College.


Reference:

Policy Reference:

Review Process:

<i>x</i>	Reviewing Council/Entity	Approval Date	Effective Date
<i>X</i>	<i>Cabinet Approval</i>	<i>Sept. 5, 2012</i>	<i>Sept. 5, 2012</i>
<i>x</i>	<i>Executive Committee Approval</i>	<i>Sept. 5, 2012</i>	<i>Sept. 5, 2012</i>
<i>x</i>	<i>Chancellor Approval</i>	<i>Sept. 5, 2012</i>	<i>Sept. 5, 2012</i>

Distribution: Distributed Electronically via College's Internet
Hard Copy Distribution to Cabinet



Natalie J. Harder, Ph.D.
Chancellor