

SECTION: Personnel Policies and Procedures / Work Schedule
SUBJECT: Overload Classes
SOURCE REFERENCE: Board of Trustees Policy 608.03

NUMBER: F/4.3

Overload Classes

1. The president is authorized to approve overloads for faculty.
2. A full-time instructor may be employed to teach an overload(s) for pay. The overload course(s) must be taught outside the normal hour work week of the instructor, and the pay must be at the prevailing part-time salary rate at the employing institution.
3. No full-time faculty member can be required to teach an overload(s). Overloads will be at the discretion of the president and based on faculty desire, preparations required, non-instructional duties, and other considerations.
4. Full-time instructors are not entitled to first-refusal or to any priority over part-time staff in the assignment of overload classes. Further, seniority and/or rotation within a division or department are not determining factors in assigning overload classes.
5. Overloads are determined by instructional division as follows:

5.1 Academics

An academic faculty member is considered a full-time instructor, for purposes of overload classes and pay in fall and spring semesters, once that instructor's teaching assignment is 15-16 credit hours and student enrollment produces 15 FTE. For example, a science instructor teaching four (4) courses of four-credit hours with 240 credit hours generated (15 student FTE) would be granted overload pay beginning with the seventeenth credit hour, requiring additional duty hours beyond the 35-hour work week. An English instructor teaching five (5) three-credit hour courses with 225 credit hours generated (15 student FTE) would be granted overload pay beginning with the sixteenth credit hour, requiring additional duty hours beyond the 35-hour work week.

5.2 Health Science

Health Science Division faculty members are considered full-time, for purposes of overload classes and pay in fall and spring semesters, once that instructor's teaching assignment is 24-30 contact hours per week with a minimum of 144 credit hours generated (12 student FTE). Overload pay may be granted beginning with the 31st contact hour and requires additional duty hours beyond the 35-hour work week.

5.3 Technical Education

A technical faculty member is considered a full-time instructor, for purposes of overload classes and pay in fall and spring semesters, once that instructor's teaching assignment is 15 credit hours in the Engineering Technology Division with a minimum of 150 credit hours generated (10 student FTE).

SECTION: Personnel Policies and Procedures / Work Schedule
SUBJECT: Overload Classes
SOURCE REFERENCE: Board of Trustees Policy 608.03

NUMBER: F/4.3

Engineering Technology faculty will be granted overload pay beginning with the 16th credit hour and requires additional duty hours beyond the 35-hour work week. **Overload classes with less than 10 will be paid at a prorated amount.**

In the Applied Technology Division, faculty are considered to be full-time, for purposes of overload classes and pay in fall and spring semesters, once that instructor's teaching assignment is 12 credit hours with a minimum of 120 credit hours generated (10 student FTE). Applied Technology instructors will be granted overload pay beginning with the 13th credit hour and requires additional duty hours beyond the 35-hour work week. **Overload classes with less than 10 will be paid at a prorated amount.**