



<b>Policy Title</b> Full-time Faculty Assignment Policy	<b>Original Adoption Date</b> 07/09/2012	<b>Policy Number</b> IN-412
<b>Responsible College Division/Department</b> Instruction	<b>Responsible College Manager Title</b> Vice President of Instruction	
<b>Policy Statement</b>		
<p>Full-time faculty annual workload expectation is a minimum of 792 Potential Hours of Instruction (PHI).</p> <p>Additional course assignments and/or substitute teaching assignments may cause faculty to exceed their contractual teaching assignment. When faculty fulfil their contractual teaching obligation, during a particular class, they will receive their regular hourly rate for the duration of that class. Overload pay, according to the organizational pay standard, begins with the next assigned class.</p> <p>Deans will be responsible for ensuring the following steps have been taken before offering full-time faculty additional classes for extra pay:</p> <ul style="list-style-type: none"> <li>• Recruitment of adjunct instructors</li> <li>• Reviewing enrollments, combining sections, and/or offering class in an alternative method</li> </ul>		
<b>Reason for Policy</b>		
To manage faculty workload while maintaining fiscal responsibility.		
<b>Historical Data, Cross References and Legal Review</b>		
<b>Reviewed/Revised: 07/01/14; 8/21/2019</b> <b>Legal Counsel Review and Approval:</b> <b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment</b>		
<b>Definitions</b>		