



<p align="center">Policy Title Instructor Assignment Guidelines</p>	<p align="center">Original Adoption Date 07/09/2012</p>	<p align="center">Policy Number IN-412</p>
<p align="center">Responsible College Division/Department Instruction</p>	<p align="center">Responsible College Manager Title Vice President of Instruction</p>	
<p align="center">Policy Statement</p> <p>The typical full time faculty workload expectations is 792 potential hours of instruction (PHI).</p> <p>While not limited to the following these instances may cause faculty to exceed regular assignments and 792 (PHI). Faculty are compensated according to the overload pay standard. When faculty reach 792 (PHI) during a particular class they will receive their regular hourly rate for the duration of the class and overload pay begins with the next class assigned.</p> <ul style="list-style-type: none"> • Additional course assignment • Substitute assignment <p>Deans will be responsible for ensuring that the following steps have been taken before offering full-time faculty additional classes for extra pay:</p> <ul style="list-style-type: none"> • Recruitment of part-time instructors • Reviewing enrollments, combining sections, offering class in an alternative method 		
<p align="center">Reason for Policy</p> <p>To manage workload.</p>		
<p align="center">Historical Data, Cross References and Legal Review</p> <p>Right of First Refusal Reviewed/Revised: 07/01/14 Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment</p>		
<p align="center">Definitions</p>		

Reviewed 4/10/2017