



<b>Policy Title</b> Full-time Faculty Instructional 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> Full-time faculty annual workload expectation is a minimum of 792 Potential Hours of Instruction (PHI).  Additional course assignments and/or substitute teaching assignments may cause faculty to exceed their contractual teaching assignment. When faculty fulfill 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.  Deans will be responsible for ensuring the following steps have been taken before offering full-time faculty additional classes for extra pay: <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> Board Policy: III.A. General Executive Constraint, III.B. People Treatment		
<b>Definitions</b>		