

Guidelines for Overload Contracts

August 3, 2005

Qualified faculty and staff members may be employed under overload contracts to teach one or more classes over if the class or classes they teach do not interfere with their ability to fully carry out their regular contractual responsibilities. Overload contracts are approved by the President based upon the endorsement of the employee's supervisor, department head, division head, and the chief instructional officer.

An instructor may receive an overload contract when he (or she) is teaching 20 or more contact hours per week as part of the regular teaching load, and when his (or her) annual average teaching load meets or exceeds 15 credit hours or 18 contact hours per week. A program director may receive an overload contract to teach a full course when he (or she) is teaching 15 or more contact hours per week as part of the regular teaching load and when the annual average teaching load meets or exceeds 12 credit hours or 15 contact hours per week. A department head may receive an overload contract to teach a full class when he (or she) is teaching eight or more contact hours per week and when the annual average teaching load meets or exceeds six credit hours or eight contact hours per week.

Program directors who wish to employ a full-time or continuing part-time employee under an overload contract first submit an Overload Request Form (attached) identifying the employee, the term of overload employment, and the course or courses to be taught under the overload contract. The program director also indicates the reason or reasons for requesting the overload contract. If the employee is a faculty member with a contractual teaching responsibility, a list of the classes taught as part of the employee's regular responsibilities is also included, as well as a copy of the employee's faculty schedule showing at least forty hours of weekly scheduled activity carried out in addition to the overload teaching assignment.

When requesting or endorsing an overload contract for any employee, the employee's supervisor should carefully consider whether the overload assignment will impair the employee's ability to carry out his (or her) regular responsibilities. For faculty members this means not only the regularly contracted teaching assignment but also any other tasks or duties assigned to that individual. Faculty members who have approved reductions in teaching responsibilities to carry out special assignments may not be employed under overload contracts. Overload contracts will not be issued for portions of a class. (For example, if an instructor's contractual teaching load is fifteen credit hours and is assigned four classes of four contact hours each to meet that load, the faculty member is not eligible for a one-hour overload contract.) Employees assigned to complete a class begun by another instructor may be eligible for an overload contract.

If an employee is offered an overload contract outside the primary work assignment area, the requesting program director must obtain the prior endorsement of the employee's supervisor before requesting an overload contract. If an employee has more than one work assignment as indicated on the college's staffing chart, the primary assignment is the position on the staffing chart where the employee's name does not appear in parentheses.

Requests for overload contracts must be submitted for approval sufficiently prior to the beginning of class to provide an opportunity to make another assignment should the request be denied. Once submitted and endorsed, overload requests will remain in the office of the chief instructional officer. Overload contracts should not be prepared until the program director receives a copy of the overload request with all required signatures. The overload request form will be submitted to the human resources office along with the signed overload contract.

