Memorandum

To: All Academic Administrators
From: Joe Peterson and Troy Justesen
Date: 02 December 2009
Subject: Limits on Instructional Workload
Ce: President Bioteau, Craig Gardner

The risk of exceeding the College’s limits on instructional workload has again been brought to our attention. Apart from this risk, when an employee has extra assignments beyond predetermined limits the overall quality of that employee’s primary work assignment may be impacted. To guard against risk and maintain quality, the following limits apply to key employee categories:

- **For Adjunct Instructors**: Our “Term Adjunct Teaching Agreement” states, “The COLLEGE shall not offer, nor shall the ADJUNCT FACULTY MEMBER accept, any teaching assignments, which exceed 11 lecture (9 summer), 15 laboratory/lecture (12 summer), or 18 laboratory (15 summer) contact hours per week in any combination within the COLLEGE.”

- **For Full-Time Faculty**: The *Academic Guide* states, “Overload classroom/laboratory contact hours shall not exceed 50% of the contact hours in the faculty member’s normal teaching load...” (page 25). This means that in any academic year (fall and spring term combined), a full-time faculty member’s overload may not exceed 15 lecture, 18 lecture/laboratory, or 25 laboratory, or a combination of these types equivalent to 50% of the target contact hours described in the *Academic Guide* (page 21).

- **For Full-Time Staff Employees**: In order to maintain the quality of College employees’ primary work assignments, all full-time employees, faculty and staff, are subject to the same limit on instruction for contract classroom and/or laboratory instruction with extra compensation (hereafter called “overload”). The College shall not offer, nor shall a full-time employee accept, overload that exceeds 50% of a normal full-time teaching load. This means that in any academic year (fall and spring term combined), a full-time employee’s overload may not exceed 15 lecture, 18 lecture/laboratory, or 25 laboratory, or a combination of these types equivalent to 50% of the target contact hours described in the *Academic Guide* (page 21). Also, a non-faculty full-time employee’s summer overload shall not exceed 50% of the normal summer load for full-time faculty. When staff employees contract for instruction with extra compensation, they must first receive the approval of their supervisors.

The College will not exceed these limits. Deans and chairs frequently face the difficult choice of either exceeding the above limits or not being able to staff additional sections that students need. Please take whatever measures are needed to recruit and maintain an adequate adjunct pool, a group of qualified individuals sufficient to address the developing needs for instruction. Thank you.