

## POLICIES AND PROCEDURES

Subject: Employment of Faculty for Extra Classes Reference: F-III-c

Source: Vice President, Instruction Eff. Date: July 19, 2004

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated May 9, 1984

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Date: July 19, 2004

Any class, which cannot be staffed substantially as part of the normal, contracted instructional load of a full-time faculty member is defined as an extra class. The number of such classes will be kept to a minimum by judicious scheduling and by the employment of additional full-time faculty when feasible.

Extra classes may be taught either by full-time faculty members as an additional assignment, or by individuals employed on a temporary, part-time basis. Instructor selection for extra classes will be at the discretion of the appropriate division or program director. Selection will be based upon the instructional administrator's assessment of such factors as instructor availability, academic competence, teaching ability, and the necessity to develop and maintain sufficient numbers of adjunct faculty. Compensation for classes taught by adjunct faculty or by full-time faculty as overloads will be based upon the current Part-time salary schedule.

The intent of this policy is to optimize the Institution's use of instructional resources to bring about the best possible teaching/learning situation in view of all relevant factors, and to serve the Institution's commitment to provide quality education to all its students.