

POLICIES AND PROCEDURES

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

Source: Vice President, Instruction Eff.Date: September 11, 2012

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated July 19, 2004

Date: September 5, 2012

The intent of this policy is to bring about the best possible teaching/learning environment and to serve the Institution's commitment to provide quality education to all its students. Class sections which cannot be staffed as part of the normal, contracted instructional load of full-time faculty member is defined as an extra class.

Extra classes may be taught either by full-time faculty as an overload, or by adjunct faculty. Instructor selection for extra classes will be at the discretion of the appropriate division chair or program director. Selection will be based upon the instructional administrator's assessment of such factors as instructor availability, academic competence, and teaching ability. 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.