



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Employment and Compensation for Faculty Teaching Extra Classes	DEA – III	2	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Compensation and Benefits: Compensation Plan	DEA	08/26/2025

PURPOSE:

The intent of this procedure 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, annual contracted 30-hour instructional load (15 hours per long semester) of full-time faculty member is defined as an extra classes.

Extra classes may be taught either by full-time faculty as an overload, or by adjunct faculty. Faculty 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.

PROCEDURE

Overload Compensation for Full-Time Faculty:

It is the procedure of McLennan Community College to compensate regular faculty for overload assignments in an equitable and expeditious manner. Such compensation is earned when an assignment exceeds thirty (30) semester hours equivalent for one academic year and is based upon salary rates specified in the Summer School and Part-time Salary Schedule.

Payment of compensation for overload assignments is made as adjustments to regular salary checks based upon the current part-time salary schedule and disbursed in the following manner:

- A. Fall Semester--Faculty members whose Fall Semester assignments exceed fifteen (15) semester hours equivalent and whose anticipated assignment for the Spring Semester will result in a net overload for the academic year, that is, a load of more than thirty (30)



semester hours equivalent, shall be paid for overload hours attributable to the Fall Semester.

Should the subsequent assignment for Spring result in a net load for the academic year less than that on which the Fall payment was based, the difference between the amount paid and the amount earned will be deducted from salary in four equal installments beginning with the January check.

- B. Spring Semester--Faculty members whose Spring Semester assignments result in a net overload for the year, that is, a load of more than thirty (30) semester hours equivalent, shall be paid for previously uncompensated hours in the Spring semester.
- C. One Semester Contracts--Regular faculty whose contract is for one semester only earn overload compensation when their assignment for that semester exceeds fifteen (15) semester hours equivalent. Such compensation shall be based upon salary rates specified in the Summer School and Part-time Salary Schedule and shall be paid in equal installments over the established part-time faculty payout schedule.
- D. Summer Grant Assignments--Payment of compensation for faculty with summer instructional duties paid through grant funds shall be based upon salary rates specified in the Summer School and Part-Time Salary Schedule and shall be paid in equal installments over the payment period specified in the contract.