

H. Council Trenholm State Community College

POLICY NAME:	Institutional Overload Policy
EFFECTIVE:	4/29/2024
REVISED:	12/13/2017; 4/29/2024
APPROVED BY POLICY COMMITTEE:	Yes; 4/19/2024
APPROVED BY PRESIDENT'S CABINET:	4/29/2024

INSTITUTIONAL OVERLOAD POLICY

TEACHING OVERLOAD

The president is authorized to approve overloads for faculty (ACCS 608.03).

PROCEDURE

1. A full-time instructor may be employed to teach a(n) overload(s) per term for pay. The overload course(s) must be taught outside the normal work week of the instructor, and the pay must be at the prevailing part-time salary rate at the employing institution.
2. Except in extenuating circumstances and as approved by the President, overloads will be limited to the following:
 - a. A full-time instructor whose teaching load is calculated using semester credit hours may be employed to teach a maximum overload of eight (8) credit hours of overload.
 - b. A full-time instructor whose teaching load is calculated using contact hours may be employed to teach a maximum overload of 13 additional contact hours per week or a two-course overload equivalent.
3. No full-time faculty member can be required to teach a(n) overload(s). Overloads will be at the discretion of the President, based on faculty desire, preparations required, non- instructional duties, and other considerations.
4. The College's overload policy and associated procedures should be published to full-time faculty.