

# ACD 030 Assignment of Instructor Workload Procedure

**Procedure Category:** Academics

**Subject:** Procedure for assigning a part- or full-time instructor to teach a class

**Procedure Owner:** Academic Affairs Office (VP or AVP)

**Related Procedures:** Course Scheduling Procedure, Master Agreement

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## I. Definition

Full time Faculty – Full-time teachers hired under the Master Agreement

Part Time Adjunct – Teachers hired on part-time basis with no contractual commitment beyond the current semester

Instructional Staff – Full-time employees who are not hired under the Master Agreement but who may have teaching duties as all or part of their workload.

## II. Scope

This procedure addresses how full-time and part-time instructors are assigned the face-to-face, hybrid, and online classes they teach.

Cowley College strives to be fair and equitable in determining who is teaching a class. Department Chairs will determine instructors for the courses within their department using the procedure guidelines below. Final approval of all workload assignment is determined by the Vice President of Academic Affairs or designated person in the Academic Affairs Office.

## III. Procedure Purpose

The purpose of this procedure is to give some guidelines and direction to determine who is assigned to teach a class. It is the goal of this procedure to present a process that takes into consideration the role of the full-time or part-time instructors as well as other issues like expertise, availability and need. This procedure will not apply to instructional staff.

## IV. Procedure

The assignment of an instructor to teach a class is based on several criteria:

- Meeting full-time load as determined in Master Agreement is the first priority
- Qualifications or the amount of academic preparation, training, or experience related to the teaching of the class
- Location of course and availability of instructor

## Procedural Steps

1. Department Chairs have primary responsibility for making assignments of PT and FT faculty within their department and will identify base course assignment for full-time faculty.
2. The Academic Affairs Office works with the Department Chairs to determine part-time assignments (site coordinator, AVP's).
3. Academic Affairs, working with Department Chair has the final determination of instructors' workload.

Full-time instructors also have the option of teaching an additional 10 credit hours above their primary load. These assignments are determined before part-time assignments are made. If the request for overload is outside the instructor's department, then approval of both Department Chairs is required.

Faculty who receive a reduced load as consideration of extra duties (e.g., director) will normally be allowed no more than six hours of overload. Exceptions will require specific approval by the VPAA. Once the full-time instructor's load and 10 credits of overload are determined, the full-time instructors will be considered in the same pool as the part-time instructors using the following guidelines:

- Instructors who have previously taught a class are given primary consideration when determining who is teaching the class; factors taken into consideration are quality of instruction, qualifications, availability, and job performance
- Department Chairs must consider instructors other duties when determining overload assignments (advising should be counted as part of the load)
- Full-time instructors can only replace a part-time instructor in a class assignment if the full-time instructor needs the class to meet their primary load
- Department Chairs working in conjunction with Academic Affairs Office will determine class assignments if a request is made from a full-time instructor who has met load and overload as described above and is requesting to teach an additional class
- Class cancellation is at the discretion of the Academic Affairs Office working with the appropriate Department Chair
- Any full-time instructor with a total equivalent load of 30 hours or more must have specific approval by the VPAA

## V. Effective Date(s)

This procedure first became effective 9/21/2016.

## VI. Signature and Title

This procedure is implemented by: Harold W. Annett  
Title: VPAA