

APPROVAL PROCESS FOR ADDITIONAL LOAD ASSIGNMENTS FOR ALL UNIT ADJUNCT FACULTY

Coordinators: If you need to assign in excess of 9 credit or 10 contact hours to a Unit Adjunct Faculty-2 or in excess of 6 credit/contact hours to a Unit Adjunct Faculty-1, please ask your dean to secure approval as soon as possible.

Deans: To request approval for any Unit Adjunct Faculty member who is tentatively assigned to teach additional load, please forward the names and number of hours to Dr. Pelletier and the ECCFA (Susan Ford for UAF2, David Lawrence for UAF1), in accordance with the Contract articles below. (One email copied to both may be the most expedient.)

8.2 Unit Adjunct Workload.

1. Teaching Faculty.

The minimum workload for unit adjunct faculty II shall be six (6) credit or contact hours per semester and shall not exceed nine (9) credit or ten (10) contact hours each semester without the written approval of the Vice President for Instruction and Student Services and the Association within 48 hours. A unit adjunct faculty II member on a reduced load below six (6) credit or contact hours will have preference over non-unit adjunct faculty for courses they are qualified to teach.

2. Counseling and Library Faculty.

The minimum workload for unit adjunct counseling and library faculty shall be 14 hours per week during the academic year plus an additional 126 hours during the remainder of the calendar year. Such unit adjunct counseling and library faculty may work as many additional hours as are available and for which they are qualified not to exceed 21 hours per week without the written approval of the Vice President for Instruction and Student Services and the Association within 48 hours.

A unit adjunct counseling or library faculty on a reduced load below 14 hours will have preference over non-unit adjunct counseling or library faculty for work they are qualified to do.

10.4 Unit Adjunct Faculty I Workload.

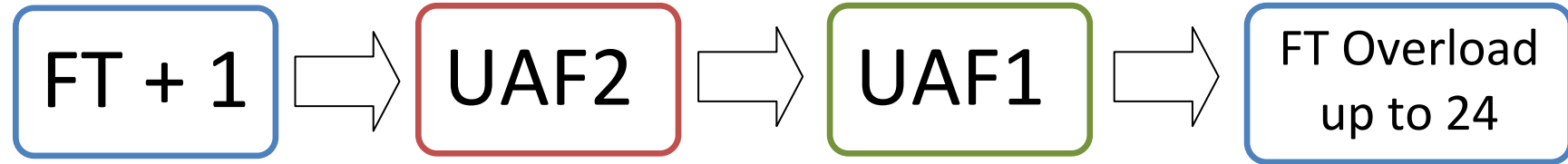
1. Teaching Faculty.

The minimum workload for unit adjunct faculty I, shall be three (3) credit or contact hours per semester and shall not exceed six (6) credit or contact hours each semester without the written approval of the Vice President for Instruction and Student Services and the Association within 48 hours. A unit adjunct faculty I member will have preference over non-unit adjunct faculty for courses they are qualified to teach.

NOTE: Although there is no such specific language to cover Unit Adjunct Faculty-1 counselors and librarians as yet, the same process may be applied when necessary.

Order for Load Assignments at ECC

required, per contract, for all classes, including those added late to the schedule. Each step must be completed before moving to the next. Independent study does not count in load.



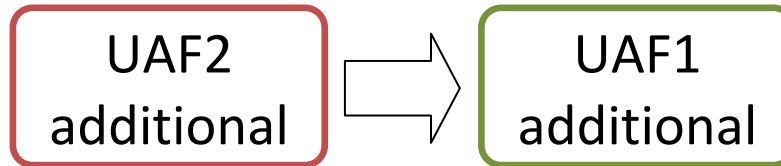
Full time faculty may select 15 credit/contact hours and 1 additional overload class

UAF2 members may select up to 9/10 credit/contact hours

UAF1 members may select up to 6 credit/contact hours

Full time faculty may select additional voluntary overload not to exceed 24 credit or contact hours

At the dean's discretion and with approval of the VP of TLSD and the ECCFA



UAF2 may be offered, by seniority, additional load beyond 9/10 credit/contact hours

UAF1 may be offered, by seniority, additional load beyond 6 credit/contact hours

Replacement of cancelled sections should be made from unstaffed section, then sections assigned to non unit personnel.

After all unit loads are filled, including replacement of sections that did not write.



load for non-unit faculty (new hires, administrators, etc.)