

OVERLOAD AND EXTRA SERVICE ASSIGNMENTS Procedure

The following is recommended to replace the Overload and Extra Service Assignments section in the Faculty Load and Compensation Manual.

OVERLOAD AND EXTRA SERVICE ASSIGNMENTS

Before development of the course schedule, the availability of faculty members to deliver excellence in the classroom should be considered.

Faculty members accepting overload and extra service assignments are expected to maintain excellence in the classroom and participate in other aspects of the faculty role such as curriculum design and development; curriculum review and evaluation; advising students on their academic goals/pursuits; supporting co-curricular initiatives; meeting institutional, community and professional service as appropriate; and maintaining individual professional development efforts. These expectations align with the Southern Association of Colleges and Schools Commission on Colleges Principle 6.1 to ensure the college employs a sufficient number of full-time faculty members to support its mission and goals and Principle 6.2b to ensure that a sufficient number of full-time faculty members are available in each academic program to ensure program and curriculum quality, integrity, and review.

To ensure high quality instruction and engagement of faculty members in all aspects of the faculty role at Collin College, the following procedures are used for assigning overload and extra service assignments.

All overload and extra-service assignments are contingent upon the needs of the division and are subject to approval by the appropriate associate dean/director, dean₁, and campus provost.

In general, associate deans, directors and deans work with full-time faculty on a fair and equitable rotation for overload and extra-service assignments.

Consideration of the following will be utilized as needed:

- Demonstrated record of service to the college.
- Demonstrated success in student learning outcomes and student retention.
- Student evaluations of instruction.
- Historical faculty assignments.
- Distribution of overload or extra-service assignments among faculty in a department.

Eligibility Guidelines

In general, full-time faculty are eligible for overload and extra-service assignments, with the following exception:

- Faculty who receive a level 2 disciplinary action will not be scheduled to teach overload or receive extra-service assignments for 12 months from the date of the disciplinary action.

Example:

If a faculty member receives a level 2 disciplinary action in October, he/she may not teach overloads or receive extra-service assignments during the following spring, summer and fall.

- Faculty who receive an overall Improvement Needed (IN) rating on the annual performance evaluation may not be scheduled to teach overload or receive extra-service assignments for 12 months from the date of the performance evaluation. However, if the overall IN rating is due to a level 2 disciplinary action, the 12-month extra service restriction begins from the date of the level 2 disciplinary action.
- Faculty who receive a one-year contract in lieu of a multi-year contract or who are on a Performance Improvement Plan but have not received a level 2 disciplinary action or an overall IN performance evaluation rating may not be eligible to teach overloads or receive extra service assignments in accordance with faculty load guidelines. Exceptions must be approved by the dean and campus provost.
- New full-time faculty in their first year are not usually assigned overloads or extra service assignments during the fall and spring, although exceptions may be considered with dean and campus provost approval.

Approval Path for new full-time faculty overload: AD/Director -->

Dean/Exec Dean --> Campus Provost

Maximum Overload Assignments

The maximum overload assignment will follow the priorities listed below, whether or not the assignment includes teaching.

Schedule assignments are made by associate deans and directors in coordination with faculty. At the beginning of the scheduling process, FT faculty will be asked to submit Priority 1 assignment requests and indicate their interest in receiving Priority 2 overload and Priority 3 overload with exception assignments.

FT faculty assignments for long (Fall, Spring) semesters will be based on the following priority schedule. Priority 1 and 2 assignments take place first, followed by section assignments for full-time staff required to teach, professor emeriti, and adjunct faculty. Priority 3 assignments for full-time faculty take place next.

See the *Guidelines and Priority Assignment Order for Staff and Administrators* document for a full list of assignment order.

Priority 1 – Assignment of basic contractual load (15-18 WLU).

Assignments beyond Priority 1:

To ensure that high quality instruction and engagement of faculty and students is maintained, and to ensure awareness of staffing needs, the following should occur for assignments beyond Priority 1.

- Faculty teaching overloads and their associate dean/director will collaboratively discuss the impact of the overloads on the faculty member's well-being and their ability to maintain the standards of excellence expected at Collin College.
- Overloads and Overloads with Exception will be assigned to interested faculty by the "home" campus associate dean or director. Faculty are eligible for Priority 2 and 3 overloads at their "home" campus and at all other Collin campuses and instructional sites based on availability and eligibility. Approval is dependent on the following:
 - The needs of their department/discipline and/or the college;
 - The faculty member's willingness to teach an additional load;
 - All eligible faculty in the discipline having equal opportunities in requesting overload classes; and
 - The faculty member's history of excellence in the areas of teaching, professional development, and college service.

Priority 2 – Assignment of up to 9 additional WLU above a faculty member's minimum base load as overload (**OV**). **The senior vice president of campus operations will be notified of faculty at 27 WLU and above.**

Approval Path for Priority 2 (OV): Associate Dean/Director --> Dean/Exec Dean

Priority 3 – Assignment of overloads beyond Priority 2 are defined as "overloads with exception" (**OVX**). An OVX must be approved by the faculty member's dean in consultation with the campus provost before it is assigned. Typically, OVX assignments will only be offered to faculty on a multi-year contract. Assignments above 29 WLUs must be approved by the senior vice president of campus operations and should only be granted in exceptional circumstances (for example: when no other qualified faculty are willing or available to teach a needed section).

Approval Path for Priority 3 (OVX):

For assignments up to 29 WLUs:

Associate Dean/Director --> Dean/Exec Dean --> Campus Provost

For assignments above 29 WLUs:

Associate Dean/Director --> Dean/Exec Dean --> Campus Provost -->
Senior Vice President of Campus Operations

Extra-service assignments for **full-time staff** are generally accomplished **outside** the employee's approved schedule although exceptions may be administratively approved. Extra-service class assignments for staff will follow the priority ordering established in the *Guidelines and Priority Assignment Order for Staff and Administrators*.

Adjusted schedules must be documented in the faculty load system listing the extra-service assignment hours and the employee's regular 40-hour work schedule.

Faculty on Family Medical Leave (FML) may not be paid for discipline lead, overload, cooperative education supervision, per-head teaching, or any other extra-service assignments. All rates will be prorated for the specified semester.

Continuing Education courses and "per head" overload assignments (that total less than ten students in a course) are not included in the maximum overload assignment.

Non-Teaching Extra-Service Assignments

Upon the development of non-teaching extra-service assignments, the dean works closely with Human Resources to establish rates of pay and/or reassignment time. The appropriate dean must secure approval for reassignment time and pay exceptions from the appropriate campus provost. Reassignment time may also be approved by the dean for non-teaching assignments funded through other sources outside of the division. Non-teaching extra-service assignments are contingent upon needs of the division and the college and may include a review of factors such as enrollment, availability of funds, etc. Additionally, it is subject to approval by the appropriate dean and campus provost.

Upon project completion, summer employment that involves only non-teaching assignments will be compensated on an **hourly** basis, or on a **contract** basis. The appropriate dean recommends the rates for these assignments to the appropriate campus provost, with approval by the senior vice president of campus operations and the district president.

The **adjunct faculty rate table** is typically used to establish the rate of pay for all non-teaching assignments. Exceptions must be approved by the appropriate campus provost, with approval by the senior vice president of campus operations and the district president.

Wintermester, Maymester, and Summer Teaching Assignments

- Full-time faculty members who teach on an extra-service basis during Wintermester, Maymester, and Summer will be paid at the overload rate. These assignments are non-overlapping with fall and spring, and therefore do not count toward fall or spring load maximums for full-time faculty on 170-day contracts.
- Typically, full-time faculty members may teach a maximum of one section paid at the full-time faculty overload rate for the Wintermester and/or Maymester sessions.
- Full-time faculty are expected to be available to students throughout the duration of their teaching assignments and are expected to establish office hours to maximize student success. Please see the "Office Hours" section of this document for additional information.

- In order to be considered for summer assignments at the overload rate, full-time faculty must be in regular full-time contract status for the entire academic year preceding the summer session, as well as in full-time contract status for the following academic year. As an exception, faculty members not intending to return in the following academic year must submit a written letter of resignation by the March 2nd deadline identified in the faculty contract in order to be considered for summer teaching assignments.
- Extra-service teaching assignments are contingent upon available classes and enrollment.