

Full-time Faculty Request for Additional Load

As a general guideline, full-time faculty should take on no more than one extra course during the regular semester and no more than four total courses in the summer.
Any additional teaching requires approval from the VPL.

To be completed by Division Chair prior to start of term:

Faculty Member: _____

Division Chair requesting exception: _____

Part of Term Date: _____ Term and Year of Request: _____

Total Proposed Hours: _____ Course(s): _____

Modality (circle): Online Asynchronous Online Synchronous Online Hybrid
 Hybrid Flexible Hybrid In-Person Traditional In-Person

*If hybrid, is instructor able to meet on already established dates? Y / N

Justification of request for exception:

What other avenues have you exhausted in trying to staff this course?

Division Chair Signature: _____ Date: _____

VPL Decision:

_____ Make exception for total of _____ hours for the _____ semester of AY _____

_____ Deny exception

Comments:

VPL Signature: _____ Date: _____