

Mini Session Guidelines

Full Time Faculty

The spring winter holiday mini session is considered **outside** the full time fall or spring faculty limits, since it falls between the fall and spring regular semesters. The summer May mini session is considered part of the summer semester workload. Full time faculty workload is considered 40 hours per week or 100% faculty load. In addition, FT faculty are allowed up to 12 contact hours overload (additional ~60% load) for a total FT limit of 160%. With Dean and District approval, a FT faculty can exceed the FT limit by teaching additional overloads in the any fall and/or spring sessions including the mini sessions.

For the Winter holiday mini session workload, the FT faculty may do one of the following to meet the program and departmental needs:

1. Teach a mini session class as part of their regular spring workload with the assignment type coded TLS (Note: This is not typical mini session usage).
2. Teach a mini session class as part of their spring overload allowance, with the class assignment type coded OVR (Note: This is the most common usage of the mini session).
3. Teach a mini session class as beyond (or outside) their full regular and overload limits, with the class assignment type coded MIN (Note: This is a common usage of the mini session). Since the mini session falls between the fall and spring regular semesters and since the faculty are out for holiday release, teaching a mini session is voluntary and optional. A request to exceed FT workload limits form must be submitted to the District Office (vc.workload@hccs.edu) in order to raise the FT faculty limits. Since teaching beyond the FT overload limit is allowable for a mini session, Dean approval is not required.

Part Time Faculty

A spring winter holiday session or a summer May mini session is considered **within** the total part time spring or summer faculty limits, respectively. Part time faculty workload limit is considered less than 20 hours per week or 49.5% faculty load (maximum 9.75 contact hours). If the PT faculty has reached the part time limit during any combination of sessions within the regular 16 week spring or summer semester, then the PT faculty cannot teach in the respective spring holiday or summer May mini session without district approval.