

Request for Approval to Exceed Adjunct Faculty Workload Limits

Directions: The Instructional Chair fills out form below and submits to the Dean for response. If the Dean approves, the Dean then submits form to the Vice Chancellor Instruction for response (email to VC.workload@hccs.edu).

Adjunct Faculty Information

Last Name, First Name, MI

Student Sys ID

College

Department

Acad Org

Semester/Term

Current Workload (% or CH)

Previous Term Workload (% or CH)

Classes that Will Exceed Limits

Rubric	Course Number	CRN	Session	Mode of Instruction	Workload CH or %

Rationale for Exceeding Adjunct Faculty Limits *(Dean must address the following criteria):*

1. All FT have a full assignment. Alternative assignments should not be given if the program has a teaching need.
2. All FT have been offered to teach the max overload allowable by the program.
3. Have reviewed all applicants in TE adjunct applicant pool and can provide a written statement for each applicant as to eligibility or availability.
4. Can provide actions taken to identify other potential candidates with no success.

Instructional Chair

Date

Dean Response

Approved

Denied

Need more information

VC Instruction Response

Approved

Denied

Need more information

Comments