

## Request for Approval to Exceed Full-time 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 Director Instructional Quality for processing (email to [VC.workload@hccs.edu](mailto:VC.workload@hccs.edu)).

### Full-time Faculty Information

Last Name, First Name, MI	<input type="text"/>		
SSN or Empl ID	<input type="text"/>	College	<input type="text"/>
Department	<input type="text"/>	Acad Org	<input type="text"/>
Semester/Term	<input type="text"/>	Current Workload (% or EH)	<input type="text"/>

FT Faculty Type:

FT 9 mo.  FT 10.5 mo.  FT 12 mo.

**FT faculty may work up to 12 overload contact hours for any combination of assignments and/or sessions included in each of the fall, spring, and summer terms/semesters. On an exception basis with Dean and District approval, full-time faculty may exceed workload limits with good rationale. (*Faculty Workload Guidelines, 2014*)**

### Classes that Will Exceed Limits

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

### Rationale for Exceeding Full-time Faculty Limits

Instructional Chair  Date

Dean Response  Approved  Denied  Need more information

VC Instruction Response  Processed

### Comments