

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).

Full-time Faculty Information

Last Name, First Name, MI

SSN or Empl ID

College

Department

Acad Org

Semester/Term

Current Workload (% or EH)

FT Faculty Type:

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

FT faculty may work up to 9 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, AVC/President, and District approval, full-time faculty may exceed workload limits with good rationale. These must be unexpected or emergency circumstances.

(Faculty Workload Guidelines, 2023)

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

AVC/ President

Approved Denied Need more information

VC Instruction Response

Approved Denied Need more information

Director Instructional Quality

Processed

Comments