

FACULTY LOAD SCHEDULE (Instructional)

Faculty: Rank: Academic Year:

FULL TIME REGULAR LOAD

COURSE NO.	SECTION	COURSE TITLE	STUDENT CONTACT HOURS	HS UNITS	PERIODS	START	END	DAYS	LOCATION	BLDG/ROOM	REMARKS
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A I. SECONDARY CLASSES for full-time faculty regular load

II. POSTSECONDARY CLASSES for full-time faculty regular load

III. CONTINUING EDUCATION/SPECIAL PROJECT ASSIGNMENT AS PART OF FULL TIME FACULTY REGULAR LOAD

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IV. OTHER FULL-TIME FACULTY ASSIGNMENTS (Attach Alternate Assignment Agreement Form if applicable)

DEPARTMENT CHAIR	CONTACT HOURS		DEPARTMENT ACTIVITIES	CONTACT HOURS		OTHER ACTIVITIES	CONTACT HOURS

B I. OVERLOAD CLASSES/CONTACT HOURS (NOTICE: Overload classes are subject to possible reassignment to full-time faculty due to enrollment fluctuations).

II. ADJUNCT—Complete the chart below. I am willing to teach at a reduced rate if enrollment is less than (13) students. Circle YES or NO in each column and initial in the box provided.

10-12 3/4	7-9 1/2	6 or Less \$500
YES/NO	YES/NO	YES/NO
INITIAL:	INITIAL:	INITIAL:

Agreed to by Faculty:		Date:	
Approved by Evaluator:		Date:	
Concurred by Department Chairperson:		Date:	
Approved by Dean of School:		Date:	

GCC ACADEMIC AFFAIRS DIVISION

Semester:

V. OFFICE HOURS

(5 hours total with a minimum of 1 hour blocks, over 3 days. Department Chairs include evening hours to accommodate Adjunct faculty.)

DAYS	TIME	ROOM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

VI. LOCAL COMMITTEES

LOCAL COMMITTEES	CONTACT HOURS
☐ NEGOTIATIONS COMMITTEE	
☐ PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE	
☐ ADVANCEMENT-IN-RANK COMMITTEE	

III. LOCAL COMMITTEES

LOCAL COMMITTEES	CONTACT HOURS
☐ NEGOTIATIONS COMMITTEE	
☐ PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE	
☐ ADVANCEMENT-IN-RANK COMMITTEE	