

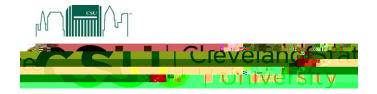
## Procedures for Part-Time Singe Term Instructor Instructional Overloads

## **Guidelines**

- Overload contracts are given when a part-time instructor is teaching more than 9 credit hours in one semester or over 18 credit hours in an academic year (not including summer).
- The maximum overload for any semester is 3 credit hours (up to 12) and no more than 21 total hours in any academic year (not including summer).
- The maximum credit hours for the summer is 9 credit hours.

## **Process**

- Chairs should complete the PT ST Instructor Overload Request Form and submit to the Associate Dean for review and approval.
- Associate Deans will ensure the request is within the guidelines



## PT ST InstructoOverload RequesForm

Instructor