

AP 214b – ASSIGNMENT OF FACULTY WORKLOADS

Associated Board Policy: 214.00 – Scheduling, Assignment, and Cancellation of Classes

Procedure Owner: Vice President of Academic Affairs

Related Procedures: AP 214a – Academic Calendar

I. Procedure Scope and Purpose

This procedure addresses how classes are assigned to full-time and part-time instructors.

Cowley College is committed to fair and well-reasoned instructor assignments. Department Chairs will initially determine instructors for the courses within their department using the guidelines below. Final approval of all course assignments is determined by the Vice President of Academic Affairs (VPAA) or designated person in the Academic Affairs Office.

The purpose of this procedure is to provide guidance in determining class assignments. It is the goal of this procedure to present a process that takes into consideration the role of the full-time or part-time instructors as well as other issues like expertise, availability and need. This procedure will not apply to instructional staff.

II. Definitions

Full-time Faculty (FT): Full-time instructors hired under the Master Agreement.

Part-Time Adjunct Faculty (PT): Part-time instructors hired on a semester-by-semester basis with no long-term contractual commitment.

Instructional Staff: Full-time employees not covered by the Master Agreement who may have teaching duties as all or part of their workload.

Primary Contract: The requirements of a full-time faculty member which include assignments to 15 credit hours per semester or equivalent duties.

Faculty Workload: The number of classes assigned to a full time or adjunct faculty member.

III. Procedure

A. Faculty workload is based on the following criteria:

Fulfillment of full-time faculty primary contract as defined in the Master Agreement.

Relevant qualifications, academic preparation, training, or experience related to the teaching of the class.

Location of course and instructor availability.

B. Procedural Steps

Department Chairs have primary responsibility of making initial assignments of full-time faculty within their department and will identify the primary load for full-time faculty.

Full-time faculty can request up to 10 credit hours above their primary load in the fall and spring semesters. Special sessions and summer semesters are not included in these hours. Full-time faculty requests for overload will receive priority consideration before part-time assignments are made. The decision for assignments outside primary load will come from the Department Chair based upon the needs of the department with oversight from

the VPAA. If the request for overload is outside the instructor's department, then approval of both Department Chairs is required. Faculty who receive a reduced load due to extra duties (e.g., program director) will normally be allowed no more than six hours of overload. Exceptions will require specific approval by the VPAA.

The Academic Affairs Office and Department Chairs will collaborate to determine teaching assignments for part-time instructors.

Once the full-time instructor's load and 9-10 credits of overload are determined, the full-time instructors will be considered in the same pool as the part-time instructors using the following guidelines:
Instructors who have previously taught a class are given primary consideration. Factors taken into consideration are quality of instruction, qualifications, availability, and job performance.

Department Chairs must consider instructors' other duties when determining overload assignments.
Full-time instructors may only replace a part-time instructor in a class assignment if the class is needed to meet the full-time instructor's primary load.

The Department Chair working in conjunction with the Academic Affairs Office will determine class assignments if a full-time instructor who has met load and overload as described above requests to teach an additional class.

Any full-time instructor with a total equivalent load of 30 hours or more must have specific approval by the VPAA.

The Academic Affairs Office, in consultation with the Department Chair, has the final determination of instructor workload.

Class cancellation is at the discretion of the Academic Affairs Office working with the appropriate Department Chair.

IV. Effective Date(s)

This procedure first became effective: January 14, 2014
Revised on: January 13, 2026

V. Signature and Title

This procedure is implemented by: Dr. Scott Layton

Title: Vice President for Academic Affairs

