

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: I 19.0  
Procedure Name: Faculty Assignments  
Relevant Board / SACSCOC Policy: [D.2.5 Hiring Authority, Status, Assignments and Duties](#)  
[D.5.1.2 \(Procedure\) Faculty Teaching Loads](#)  
Originating Unit: Deans of Academic Success  
Maintenance Unit: Vice President of Academic Success

I. Purpose: To establish guidelines for faculty assignments. These guidelines will comply with all relevant District policies and procedures; District policies and procedures will prevail if discrepancies arise.

II. Procedure Statement:

A. Tenured, Tenure-Track, Full-Time Adjunct Faculty, and Full-time Annually Renewable Faculty Assignments:

1. The department chair has primary responsibility for the assignment of all full-time faculty teaching loads. In a large or multi-disciplinary department, this responsibility may be shared by one or more designated lead instructors.
2. Full-time faculty must be assigned 30 workload units (WLU) (a workload unit is defined as one faculty lecture hour per Board Procedure D.5.1.2) over an academic year and should be assigned 15 WLU each fall and spring semester. Dependent upon institutional need and the discretion of the department chair, full-time faculty may be assigned a maximum of eight overload WLU during each of those semesters plus two additional workload units if needed to perform non-instructional duties. The assignment of non-instructional load must be approved by the dean and VPAS and may be subject to budgetary limitations as determined by the president. Teaching overloads above eight WLU require the approval of the vice president of academic success (VPAS).
3. Full-time faculty may be assigned a maximum of 17 workload units over the combined Maymester, Summer I, and Summer II terms. Summer assignments will comply with relevant Alamo Colleges policies and procedures. Full-time faculty may teach up to 12 WLU at 130% of the adjunct pay rate. Faculty teaching above 12 WLU but no more than 15 hours will be compensated at the adjunct rate for the units above 12. Two additional WLU may be assigned for non-instructional work at the adjunct rate. The assignment of non-instructional load must be approved by the dean and VPAS and may be subject to budgetary limitations as determined by the president. All summer assignments will be dependent upon institutional need and will be assigned at the discretion of the department chair.

4. In order to provide students with the greatest possible opportunity to make an informed choice, chairs shall, whenever possible, assign instructors to sections before registration opens.

B. Part-Time Adjunct Faculty Assignments:

1. The department chair has primary responsibility for the assignment of part-time adjunct faculty teaching loads. In a large or multi-disciplinary department, this responsibility may be shared by one or more designated lead instructors.
2. Part-time adjunct faculty assignments must be less than 12 WLU during any fall or spring semester. Summer assignments may not exceed a total of 9 WLU over the combined Maymester, Summer I, and Summer II terms and will comply with relevant Alamo Colleges policies and procedures. Adjunct faculty assignments will be dependent on institutional need and will be assigned at the discretion of the department chair.
3. In order to provide students with the greatest possible opportunity to make an informed choice, chairs shall, whenever possible, assign instructors to sections before registration opens.
4. Part-time faculty are expected to be available to students 15 minutes before and 15 minutes after each assigned class if their course schedule allows. If the course schedule precludes this, comparable periods of time should be made available to students; instructor contact information shall be included in the syllabus. If the class is conducted online, a comparable level of availability to students must be available.

Date Created: December 13, 2010

Date Updated: August 28, 2020

Date Updated/Approved: February 23, 2021

Approved:

(signed: Beth Tanner)

Vice President of Academic Success

(signed: Dr. Robert Garza)

President