SECTION 1. Purpose

1.1 The primary purpose of the Administrative Procedure is to set forth the guidelines for scheduling and monitoring the full-time faculty course load above the credit hour load associated with their full-time appointment.

SECTION 2. Applicability

2.1 This administrative procedure applies to all Blue Ridge CTC full-time faculty.

SECTION 3. Definitions

3.1 Overload. Full-time faculty may receive an overload appointment for overload assignments related to teaching.

3.2 Overload pay. Pay shall be based on a formula whereas a standardized amount is established for a faculty employee’s highest degree level earned from a regionally accredited institution and multiplied by the number of credit hours for the overload appointment. Pay is allocated in accordance with the College’s pay schedule for the defined appointment period.

3.3 Overload course cancellation or proration. Courses are subject to cancellation if enrollment is insufficient or deemed necessary by the institution. Alternatively, the College may withdraw the appointment due to low enrollment and instead offer reduced compensation for continued instruction of low enrollment classes, consistent with the schedule for compensation.

3.4 Independent study. Should a class section be removed from the course schedule in a given semester because of low registration, the department in which the class is housed may ask a full-time faculty employee to provide an independent study course for a student in the closed section. The faculty employee will be paid $150 per three (3) credit hour independent student course that he or she teaches under this procedure. The following condition must be met to conduct an independent study course according to this procedure: the student is scheduled to graduate in the semester in which the class has to be offered, and no substitute course is available during the semester to meet the graduation requirement or the student must complete the course as a prerequisite for success in subsequent classes. Independent studies must be approved by the Executive Staff member for which the course is housed and the Executive Staff member for which the employee’s full-time appointment resides. The independent study does not count towards the maximum credit hour overload per semester limit.

SECTION 4. Administrative Procedure

4.1 Full-time faculty shall be scheduled/appointed for a maximum of three (3) credit hours overload per semester.

4.2 Duties performed and hours worked shall be outside of the faculty employee’s normal work
schedule. A faculty employee’s duties and responsibilities associated with their full-time appointment take precedent over secondary appointments.

4.3 Faculty employees performing overload pay teaching assignments pursuant to this administrative procedure remain subject to the same College policies and procedures as are in effect during the performance of their regularly assigned duties.

4.4 The overload appointment is for the period designated only, and no further right is obtained by virtue of the appointment.

4.5 The Notice of Appointment must be authorized by the Executive Staff Member with oversight of the course, the Executive Staff member for which the faculty employee’s full-time appointment resides, and the President.

4.6 Human Resources shall provide upon request an annual summary of overload pay disbursements made during the prior fiscal year to appropriate administrators.

SECTION 5. Exceptions

5.1 A three (3) credit hour course with a lab or other associated work specific to the course above and beyond three (3) credit hours is permitted.

5.2 Summer term appointments for faculty employees with a 9-month appointment are exempt from this administrative procedure.

5.3 A major administrator, defined as a member of the President’s Executive Staff, may establish lower maximum overload appointment limits for employees in their organization.

5.4 The President of the College, or his/her designee, may make exceptions to this policy for academic and other business reasons as may be deemed appropriate.

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