Faculty overloads will be minimized to ensure optimum performance of duties and responsibilities. To implement Policy 4-704 and to assure an orderly and fair allocation of overloads, the following criteria will be applied in the evaluation of overload requests:

1. Overload courses will be determined by the appropriate Academic Dean. When instructional needs exist, the Academic Dean in conference with the appropriate Chair may approve an overload assignment with a faculty member to provide program continuity for the benefit of the students enrolled.

2. The Academic Deans shall use the following criteria in order to evaluate whether to grant an overload:
   a. The overload allows instructional quality to be maintained.
   b. The overload allows a full-time faculty member to teach outside of department/division lines or outside of the full-time faculty member’s current content field.
   c. The overload supports Aims’ strategic goals.
   d. The overload is a learning-centered decision.
   e. Teaching the overload would not adversely affect the faculty member’s ability to carry out his or her other teaching and administrative responsibilities.
   f. The overload is cost-effective. When low enrollments occur, a voluntary (non-paid) overload may be considered for an individual faculty member. In such situations, load planning will be developed with input from the faculty member, chair, and dean.

3. Overloads should be limited to one course per semester; however, under the aforementioned circumstances and other extraordinary consideration, more than one course overload may be approved.

4. Signature of two (2) Academic Deans is required for faculty overload assignments.

APPROVED: Dr. Marsi Liddell
Aims Community College President
Date: September 18, 2003

Revised: March 30, 2009