



MEMORANDUM

TO: Instructional Coordinators, Program Directors, and Instructional Deans

FROM: Vince Pelletier, Anthony E. Spahr, Dan Kernler, Susan Ford, David Lawrence, and Howard Russo

DATE: April 30, 2010 (Revised May 2, 2011)

SUBJ: Excess Load Assignments for Unit Adjunct Faculty - **REVISED**

Over the last several months, we have met to discuss the topic of excess load assignments for members of the Unit Adjunct Faculty (UAF). In the case of the UAF II, excess load assignment is defined as anything over 10 credit or contact hours. In the case of the UAF I, excess load assignment is defined as anything over six credit or contact hours. Pursuant to the Agreement, excess load assignments **must be approved by the Vice President of Teaching, Learning, and Student Development, and the ECCFA within 48 hours** (N.B. Article VIII, Section 8.2 and Article X, Section 10.4).

During the course of our discussions, we concluded that a "past practice"¹ with regard to excess load exists for a small number of UAF². The UAF affected by this "past practice" will continue to receive excess load assignments as a matter of course, provided that such excess load assignments are justified by enrollment as determined solely by the administration.

As an operational matter, after all load assignments for the full-time faculty and regular load assignments for the UAF have been made, excess load assignments may be offered to the UAF. When one or more UAF members, each of whom is qualified, willing, and available, have requested to teach the same course, the following criteria will be used to resolve the conflict:

1. Seniority within the UAF II. If, after all UAF II assignments have been made, then
2. Seniority within the UAF I.

UAF members who have received excess load assignments will go to the bottom of the seniority list for excess load assignment in subsequent semesters. Separate rotational seniority lists for the purpose of excess load assignments will be maintained by the appropriate Instructional Dean for the UAF I and UAF II.

Questions about excess load assignments should be directed to the appropriate Instructional Dean or the Vice President of Teaching, Learning, and Student Development.

¹ In order to be considered a "past practice," the following factors must exist: (1) the practice was clear and applied consistently, (2) the practice was not a special, one-time benefit or meant at the time as an exception to a general rule, (3) the ECCFA and the administration both knew the practice existed and the administration agreed with the practice, or, at least, allowed it to occur; and (4) the practice existed for a substantial period of time and it occurred repeatedly.

² Peggy Dee, Mark Kuntz, Eddwin Meyers, Tim Millen, Mary Peterhans, Claire St. John, Ellen Vartanian-Maher, and Steve Wood. This list is finite. No future excess load assignments will establish past practice thereby adding to the list.