|  |
| --- |
| 449B2 0 1 9 - 2 0 2 2 F A C U L T Y C O N T R A C T |
| **Appendix K: Petition to Meet Faculty Contract Load**  **Assignment During Winter Intersession** | Logo_MtSAC_Blk_Print |

Faculty Name (please print)

E-mail       Phone ext.       Alt. PhoneU (     )

Department       Division

Dean:

U**Guidelines**U**:**

* Up to 3 LHE assigned during the winter intersession may be applied toward fall semester load.
* Up to 6 LHE assigned during the winter intersession may be applied toward spring semester load.
* A maximum of 10 LHE may be scheduled for the winter intersession.
* No guarantee can be made that overload or intersession classes will be available.
* This proposed plan must be submitted by the end of the second week of fall semester.
* Any cancellation of planned classes occurring after week 2 of fall semester may invalidate the plan and require submittal of an amended plan.

**Proposed Plan for Meeting My Faculty Contract Load Assignment**

For One Academic Year: 20      - 20

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester/Intersession | Year | Contract LHE(must total 30 for the contract year) | Overload LHE (optional) |  | Semester/TermTotal LHE |
| Fall Semester |       |  |       | + |       | = |       |
|  |  |  | + |  |  |  |  |
| Winter Intersession |       |  |       | + |       | = |       |
|  |  |  | + |  |  |  |  |
| Spring Semester |       |  |       | + |       | = |       |
|  |  |  | 🡫 |  |  |  |  |
|  | Total: |       | Must total 30 for the contract year |

|  |  |  |  |
| --- | --- | --- | --- |
| Submitted by: |       | Date: |       |
|  | Faculty Signature |  |  |
| Approved by: |       | Date: |       |
|  | Dean or Associate Dean Signature |  |  |

U**Distribution of Forms**U:

Division Office (original)

Please make copies and send to:

[ ]  Faculty Member

[ ]  Human Resources

[ ]  Payroll

[ ]  Associate Vice President, Instructional Services

Instruction Office: March 2006; June 2007