



## APPLICATION TO ANNUALIZE LOAD

Consistent with the provisions of the YCCD/YFA negotiated agreement, I hereby request to annualize my instructional workload as specified below. I have read the terms and conditions applicable to this request as listed on the reverse (*page 2*), and I agree to abide by the same.

**Faculty Name:** *(please print)* \_\_\_\_\_

**Academic Year:** \_\_\_\_\_ *Please note: Annualizing may not be carried forward into a new fiscal year.*

<u>Semester / Year</u>	<u>Workload %</u>	
Summer /		<i>Class load ends July 1 or later</i>
Fall /		
Spring /		
Early Summer /		<i>Class load ends on or before June 30</i>
<b>Total must equal exactly 200%</b>		

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Faculty Member	Date
Signature of Division Dean	Date
Signature – Vice President of Instruction	Date

<u>Instruction Office Use Only</u>	<u>Faculty Datatel ID#</u>			
<i>Verified By / Date</i>	Summer ____/____	Fall ____/____	Spring ____/____	Early Summer ____/____

Send Original to: Vice President of Instruction – Annualized Load Records  
 Following VP's signature, copies to: Faculty Member / Division Dean / H.R. Supervisor / Payroll  
 Date Sent: \_\_\_\_\_

## **ANNUALIZED LOAD – Information/Procedures**

**(Per Faculty Contract July 1, 2015 - June 30, 2016)**

### **Article 4.5: ANNUALIZED LOAD**

The annualized load permits the full-time (regular and probationary) instructor's teaching assignment to include the time period of summer, fall, and spring of the school year as an alternative to the normal assignment which includes fall and spring assignment for a full-time instructor in the given discipline. **The sum of the hours for the annualized load will equal the sum of the hours for the normal fall and spring full-time assignment.** The annualized load will be assigned with the approval of the instructor, responsible administrators, and the Vice President of Instruction.

#### **Procedures**

1. Request for annualized load may be initiated by instructor or responsible administrator.
2. Instructor and responsible administrator will:
  - a. Determine total annualized load for academic year (equivalent to normal load for fall and spring);
  - b. Agree how load is to be distributed over the year (fall, spring, and summer);
  - c. Determine impact on program:
    - (1) If a negative impact is anticipated, other staff in the discipline will be consulted
    - (2) Some mitigation of negative impact must be negotiated before approval
3. Proposal for annualized load is submitted for approval to Vice President of Instruction.
  - a. Should proposal be denied, Vice President of Instruction will meet with instructor and appropriate administrator to discuss proposal and a resolution.
  - b. Annualized load will be monitored by appropriate administrator and Vice President of Instruction.