



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 *page 2*, and I agree to abide by the same.

Faculty Name: *(please print)* _____ **ID#** _____

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	_____	<i>Class load ends on or before June 30</i>
Early Summer	_____	
<i>Total must equal exactly 200%</i>		

Comments:

Signature of Faculty Member _____
Date

Signature of Division Dean _____
Date

Signature – Vice President of Instruction _____
Date

<i>Instruction Office Use Only</i>		Faculty Colleague ID#		
<i>Verified 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. Operations /Payroll
 Date Sent: _____

ANNUALIZED LOAD – Information/Procedures

(Refer to YFA Agreement for more information)

ANNUALIZED LOAD

The annualized load will be assigned with the approval of the instructor, responsible administrators, and the Vice President of Instruction. Each full-time faculty member is required to fulfill a full load within the fiscal year (July 1-June 30). Duties performed in summer, fall, or spring may be counted toward fulfillment of this annual load requirement under a process referred to as annualizing load. Annualized load may include both instructional and non-instructional assignments.

Procedures

1. Request for annualized load may be initiated by the instructor or immediate administrator.
2. Instructor and immediate administrator will:
 - a. Determine total annualized load for the 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 the impact on the 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 immediate administrator and Vice President of Instruction.