



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> |
| Total must equal exactly 200% | | |

Comments: _____

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

| <i>Instruction Office Use Only</i> | Faculty Datatel ID# | | | |
|---|----------------------------|----------------|------------------|------------------------|
| <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

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.

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.