

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: I 19.0
Procedure Name: Faculty Assignments
Relevant Board Policy: [D.2.5 Hiring Authority, Status, Assignments and Duties](#)
Originating Unit: Dean of Arts & Sciences
Maintenance Unit: Vice President of Academic Affairs

I. Purpose: To establish guidelines for faculty assignments.

II. Procedure Statement:

A. Tenured, Tenure-Track, and Full-Time Adjunct Faculty Assignments:

1. The department chair has primary responsibility for the assignment of tenured and tenure-track faculty teaching loads. This responsibility may be shared, in a large or multi-disciplined department, by one or more designated lead instructors.
2. Full-time faculty must be assigned 15 load hours each fall and spring semester, and may be assigned, at the discretion of the chair, a maximum of eight overload hours during each of those semesters. Full-time faculty may be assigned a maximum of twelve hours over the combined Maymester, Summer I, and Summer II terms. Summer assignments will comply with relevant Alamo Colleges district policy and procedures, and will be dependent upon institutional need.
3. In order to give students the greatest possible opportunity to make an informed choice, chairs shall assign instructors to sections before registration opens.

B. Part-Time Adjunct Faculty Assignments:

1. The department chair has primary responsibility for the assignment of part-time adjunct faculty teaching loads. This responsibility may, in a large or multi-disciplined department, be shared by one or more designated lead instructors.
2. Part-time adjunct faculty assignments must be less than 12 load hours during any fall or spring semester. Summer assignments may not exceed a total of six load hours over the combined Maymester, Summer I, and Summer II terms, and will comply with relevant District policy and procedures, and will be dependent on institutional need.

3. In order to give students the greatest possible opportunity to make an informed choice, chairs shall assign instructors to sections before registration opens.
4. Part-time faculty are expected to be available to students 15 minutes before and 15 minutes after each assigned class. If PAC course scheduling precludes this, comparable periods of time should be made available to students.

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Approved: Ana M. Guzman
President

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Dean of Arts & Sciences