



Adjunct Instructor Greater Than 67% Load Authorization Form

To authorize an adjunct instructor to exceed 67% of full-time load, Human Resources must receive this form before the start of classes during the fall and spring semesters. A 67% load is equal to 10 LHE for **instructional adjuncts**, 20 hours for non-classroom adjunct **Counselors** and 23 hours for non-classroom adjunct **Librarians and Learning Specialists**. The 67% load restriction does not apply to reassigned time for serving as union officers or representatives, Intersession or Summer session loads (Article XIII). Failure to comply with this procedure may result in violation of the College Policies and Procedures and **California Education Code Section 87483 and 87482.5**.

Name of Instructor _____ **Division** _____ **Semester** _____ **Year** _____

(Please Print)

Reason for exceeding the 67% load Rule:

- Higher student enrollment this semester compared to previous semesters
- Coverage for faculty member who is on leave during the semester
- Coverage for faculty member who is experiencing long-term illness
- Other _____
(Unusual circumstances will be reviewed by Human Resources prior to approval)
- 1st Time over within 6 *consecutive* semesters
- 2nd Time over within 6 *consecutive* semesters (semester/year _____ and total LHE of first overage _____)

Course Name(s) over 10 LHE	CRN#	LHE Based on mode of Instruction
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL LHE OF FULL LOAD (ALL courses)		_____

Division Dean/Requestor (Please Print): _____

Dean's Signature: _____ Date: _____

Approved: _____ Date: _____
 VP of Academic Affairs **or** VP of Student Services

Approved: _____ Date: _____
 VP of People, Culture, and Talent