|  |  |
| --- | --- |
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| **Appendix K: Petition to Meet Faculty Contract Load**  **Assignment During Winter Intersession** | Logo  Description automatically generated |

Faculty Name (please print)Click or tap here to enter text.

E-mailClick or tap here to enter text. Phone ext.Click or tap here to enter text.Alt. PhoneU ( )Click or tap here to enter text.

DepartmentClick or tap here to enter text. DivisionClick or tap here to enter text.

Dean: Click or tap here to enter text.

U**Guidelines**U**:**

* Up to 3 LHE assigned during the winter intersession may be applied toward fall semester load.
* Up to 6 LHE assigned during the winter intersession may be applied toward spring semester load.
* A maximum of 10 LHE may be scheduled for the winter intersession.
* No guarantee can be made that overload or intersession classes will be available.
* This proposed plan must be submitted by the end of the second week of fall semester.
* Any cancellation of planned classes occurring after week 2 of fall semester may invalidate the plan and require submittal of an amended plan.

**Proposed Plan for Meeting My Faculty Contract Load Assignment**

For One Academic Year: 20 - 20

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Semester/Intersession | Year | Contract LHE  (must total 30 for the  contract year) | | | Overload LHE  (optional) |  | Semester/Term  Total LHE |
| Fall Semester |  |  |  | + |  | = |  |
|  |  |  | + |  |  |  |  |
| Winter Intersession |  |  |  | + |  | = |  |
|  |  |  | + |  |  |  |  |
| Spring Semester |  |  |  | + |  | = |  |
|  |  |  | 🡫 |  |  |  |  |
|  | Total: | |  | Must total 30 for the contract year | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Submitted by: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
|  | Faculty Signature |  |  |
| Approved by: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
|  | Dean or Associate Dean Signature |  |  |

U**Distribution of Forms**U:

Division Office (original)

Please make copies and send to:

Faculty Member

Human Resources

Payroll

Associate Vice President, Instructional Services

Instruction Office: March 2006; June 2007