

TEACHING LOAD POLICY

Procedure #	AA-405-P02	Revision #	02
Accessibility level	A	Effective date	01/20/2021

Teaching Load Reduction Procedures

1. A faculty member seeking teaching load reduction shall submit a petition to this end to the department chair containing all their reasons and justifications;
2. The chair forwards the applications to the departmental council;
3. The chair refers the department council's recommendations to the Dean;
4. The dean refers the department council's recommendations, along with his/her recommendations to the Chancellor; and
5. The faculty member shall be informed of the Chancellor's decision within 15 days of the submission date.

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