

TEACHING LOAD POLICY

Procedure #	AA-405-P01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

Teaching Load Procedures

1. The Academic department chair in collaboration with the College Dean will prepare and verify the course workloads of their faculty in compliance with the faculty workload/overload policies and procedures of the University.
2. After the report is finalized and signed by the Department Chair and the Dean of the College, the workload/overload report will be forwarded to the Registrar's Office for verification.
3. Once the report is verified, it will be sent to the Payroll Officer for final review and signature.
4. After, the report will be sent back to the Chancellor for approval.