Teacher Load Units (TLUs) shall be determined as follows:

a. One lecture class hour each week for one semester is equivalent to one TLU.

b. One laboratory class hour each week for one semester is equivalent to two-thirds of one TLU.

c. For purposes of assigning TLUs, all classes are to be considered lecture classes unless described as laboratory classes in the college catalog with the exception of those courses specified below.

d. TLUs for courses less than one semester shall be prorated in accordance with (a) above.

Each course will be evaluated in terms of TLUs by the Curriculum Committee.

Exceptions may be made by the Dean of Instruction in consultation with the instructor and the appropriate department chairperson.

a. There should be no overload without the consent of the department chairperson.

b. Overload for contract instructors should be limited to no more than 6 TLUs.*

c. Exceptions to Item b (above) require the consent of the department chairperson and the Dean of Instruction. In the event the department chairperson and the Dean of Instruction agree to an overload beyond six TLUs, the Professional Standards and Leave Committee must be notified of the action along with the reasons for taking the action.

d. The maximum summer session teaching load is 1/3 of a regular session teaching load, normally 7 units (15 TLUs with a maximum overload of 6 TLUs = 21 units). Exceptions must be worked out between the Dean of Summer Session, the appropriate department chairperson and the instructor. It is further recommended that no other school-financed project be undertaken during the time an instructor has a full summer session load.**

Whenever, possible, an instructor's assigned courses will be such that separate preparations will not be made for more than three-fifths of the teaching load. The number

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*Representative Council, April 14, 1975; Superintendent/President, April 18, 1975
**Representative Council, January 20, 1976; Superintendent/President, January 23, 1976
d. Balancing

1. All efforts will be made to remedy all imbalances immediately but when an instructor reaches a maximum underload of six (6) TLU's or an overload of six (6) TLU's he or she must be assigned a partial or complete compensatory overload or underload. Instructors will have the option of being paid at the current hourly rate for overloads during the semester in which they occur or of banking up to the limit of six (6) TLU's. Balancing must be accomplished as soon as possible but generally not to exceed the first (1) semester limit for deficits.

2. Balancing will be the responsibility of the department chairperson, with the consent of the instructor and the Dean of Instruction.

d. Banking

Underload and overload TLU's may be banked and balanced later (or overloads paid immediately). It is the preference of the Instruction Office to pay an overload immediately, or to balance it with a compensatory overload(s) the following semester, but a maximum of three semesters would be allowed for balancing.

e. Balancing Underloads

An underload should be made up preferably in the following semester, but a maximum of 3 semesters will be allowed for balancing. Balancing will be done by assignment of compensatory overload(s).

f. Balancing Overloads

An overload should be made up preferably within the following semester, but must be reconciled within 3 semesters from the semester in which it occurs. At the discretion of the instructor, and in consultation with the Instruction Office and department chairperson, balancing will be by:

1. Payment. At any time an instructor may request payment for banked TLU's at the current hourly rate, and/or

2. Compensatory underload assignment
c. For an activity class meeting 2 hours weekly:

<table>
<thead>
<tr>
<th>No. of Students</th>
<th>TLUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 60</td>
<td>1.5</td>
</tr>
<tr>
<td>61-96</td>
<td>2.0</td>
</tr>
<tr>
<td>97 or more</td>
<td>3.0*</td>
</tr>
</tbody>
</table>

d. Only those instructors who desire voluntarily to teach such large classes will be required to do so.

e. The determination of the size of large classes for the purpose of assigning TLUs shall be based on the fourth week enrollment figures.**

* To receive teacher aide and reader assistance; see instructional support policy in Faculty Manual.

** When a change in TLU assignment is indicated, the instructor, the department chairperson and the Dean of Instruction will meet to resolve any problems incurred. Representative Council approval: January 5, 1976; President's approval: January 7, 1976.

Revised by Board of Trustees, July 13, 1978