

Criteria for a Load Reduction for Division Chairs

From time to time it might be necessary for a division chair to request a load reduction beyond what is outlined in the PSA agreement. The President has the discretion to grant this workload, but to ensure that decisions regarding load reduction are made equitably, the following criteria will guide her/his decision.

Load reduction may be granted for the following reasons:

- Preparation of a self-study for program accreditation/re-accreditation.
- Editing and writing major components of the College's Self-Study.
- Initiating new programs requiring feasibility studies, investigation, approval, hiring of faculty and recruitment of students.
- Special projects requested by the Vice President or President which are time intensive.
- Chairs who are new to the role, or who have additional programs/units newly added to their division.
- Mentoring of 2 or more new full-time faculty, 6 or more new part-time faculty, or a combination of the first two categories at the discretion of the President.
- Any combination of the above categories at the discretion of the President.