



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### DJ-5

### Reduced Faculty Workload

APPROVED: July 10, 1991

REVISED: April 25, 2003

Year of last review: 2021

AUTHORIZING BOARD POLICY: DJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

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OBJECTIVE: To provide guidelines for the processing and approval of reduced faculty\* workload requests.

#### PROCEDURE:

#### I. General Provisions

- A. Any full-time tenured faculty may apply for a reduced faculty workload. Full-time service will include all professional development leaves. Previously taken leaves of absence will not be counted for service credit. Previously taken leaves will not be considered as a break in service.
  - 1. Reduced faculty workload is intended to accommodate a faculty member who has temporary extenuating circumstances. These circumstances include:
    - a. Personal medical conditions
    - b. Serving as a direct medical caregiver for an immediate family member
    - c. Pursuing an approved education plan
  - 2. Such reduced workload shall be requested for one academic semester at a time. Reduced workload must be requested and approved annually.
  - 3. The maximum reduction under this provision will be a fifty (50) percent reduced load.
  - 4. A reduced workload will only be extended beyond one year for unusual circumstances.
  - 5. Approval of a reduced workload will be based on length of service, an analysis of instructional needs and priorities of the discipline, SACSCOC requirements for minimum staffing, and the reason for the request.
- B. The reduced workload period is not considered a break in service, and such periods will be counted as a year of service to the District for salary, experience, credit and other benefit purposes.
- C. Employee compensation and leave benefits shall be reduced by the percentage of the reduced workload.
- D. Upon completion of the reduced workload, the faculty member will return to full-time status.

#### II. Application Process

- A. Submit a reduced workload request to the dean/director at least two months prior to the semester or academic year requested.
- B. Upon approval by the Dean/Director, the request will be forwarded to the Vice President for approval. If approved by the Vice President, the request will be forwarded to the President for review and approval. If approved, the President will submit the request to the Board of Trustees for approval.

\* Note: The word "faculty" denotes instructors, counselors and librarians.