Mini Session Guidelines

Full Time Faculty

A winter holiday session or a May mini session is considered **outside** the full time fall or spring faculty limits. Full time faculty workload is considered 40 hours per week or 100% faculty load. In addition, FT faculty are allowed up to 9.75 contact hours overload (additional ~50% load) for a total FT limit of 150%. With Dean or President approval, a FT faculty can exceed the FT limit by teaching additional overloads in the any fall and/or spring sessions including the mini sessions.

Part Time Faculty

A winter holiday session or a May mini session is considered **within** the total part time spring or summer faculty limits. Part time faculty workload limit is considered less than 20 hours per week or 49% FT faculty load (maximum 9.75 contact hours). PT faculty may go over PT limits once per academic year up to a maximum of 14.75 contact hours with Dean/President and District approval.