

TO: LMC Faculty

FROM: Kiran Kamath, Gil Rodriguez and Richard Livingston

CC: G. Newman, E. Bolds, T. Kishi, B. Guerrero, P. Garcia

RE: **Spring 2010 Instructional Load Sheets**

Please visit the Office of Instruction to review and sign your Spring 2010 load sheets. Faculty in the non-departmentalized group can review and sign load sheets at the Brentwood Center.

Load sheets are available beginning Monday, November 30 through Friday, December 11, 2009, from 8 a.m. – 5 p.m. Please make a note to visit the Office of Instruction to review and sign your load sheets during that period. Anyone in the office will be able to assist you. If you are on campus during the evening hours only, please email or call Eileen at ext. 3201 to make other arrangements.

When you review your load sheets:

1. The top sheet is your "A" (regular) load
2. The second sheet is your "A" contract "cumulative load variance:
3. The third sheet is the "AC" assignment -- hourly overload; that is, classes that end after 4 p.m. or are scheduled on weekends.

Please see the load sheet tutorial on the Office of Instruction website:

<http://www.losmedanos.edu/intra-out/oi/documents/LoadSheetTutorial.pdf>

The current United Faculty contract provides that "overload assignments will be limited to fifty percent (50%), which may be averaged over the two semesters of the academic year." Please be sure that your Fall 2009 load, considering any AC that you will have for Spring 2010, meets this limitation.

For some faculty, reassigned time loads and/or student services assignments may not be listed. If you have missing reassigned time load, please note it clearly on your load sheet.

Be sure to check your load sheet carefully and make corrections, as necessary. Sign and date the top sheets. Please note that once this review is complete, we will not change the A/AC designations in January or thereafter, unless loads change due to class cancellations.

Thank you.

Please visit the Office of Instruction November 30 through December 11 to sign your Spring 2010 load sheets.

The Office of Instruction will be closed Monday, December 7 from 3-4 pm for the President's Holiday Reception and on Thursday, December 10 from 11:45 am-1 pm for the Holiday Luncheon.