



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 4007 ADJUNCT FACULTY WORKLOAD

- 1.0 The College may contract individuals on an adjunct professional basis to provide instructional services. Contracts are made on a course-by-course basis. Contracts will be issued prior to the beginning of the course and may be canceled if sufficient enrollment is not obtained. Since most adjunct faculty are employed elsewhere on a full-time basis, it is necessary to limit the teaching load.
- 2.0 Credit.
- 2.1 For credit instruction the maximum is normally limited to the equivalent of two courses, approximately six credit hours, during any sixteen-week period. Exceptions must be requested in writing by the Department Director, Chair, or Program Director and approved in writing by the Division Dean.
- 2.2 Full-time faculty may teach an overload as an adjunct faculty. Such an adjunct teaching assignment, together with any other overload assignments, will not normally exceed the equivalent of two courses, approximately six credit hours, during any sixteen-week period. Exceptions must be requested in writing by the appropriate Division Dean and approved by the Vice President for Academic Affairs.
- 3.0 Non-Credit.
- 3.1 An adjunct instructor's workload may include non-credit classes exclusively, or in combination with credit courses. In such cases an adjunct instructor's workload should not normally exceed any of the following guidelines based on a combination of non-credit and credit teaching assignments, with contact hours for credit classes calculated at the rate of 16 contact hours per CHE:
- 16 non-credit contact hours per week;
 - 144 non-credit contact hours per calendar year quarter;
 - 144 contact hours per 16-week semester (72 contact hours during an 8-week semester).
- 4.0 The Vice President for Academic Affairs is authorized to approve a variance in the maximum hours specified in this procedure for credit instruction and the Vice President for Government Relations and Community Development for non-credit instruction.

Effective: September 30, 1997