



NO. 4007 **ADJUNCT FACULTY WORKLOAD**

1.0 Background and Definitions:

The College may contract with individuals on an adjunct professional basis to provide instructional services. Contracts for adjunct faculty 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.

Adjunct contracts may be made with individuals who are not otherwise employed by the College, or who are otherwise employed by the College in a full-time, exempt benefits-eligible positions.

Full-time faculty teaching on adjunct contracts have workloads governed by Policy 4009 Other full-time College employee adjunct workloads are governed by Policy 2013.

This policy governs the workload of adjunct faculty who are part-time, temporary employees not employed in any other regular, benefits-eligible position as defined in Policy 2001.

1.1 Credit hour load is an academic unit based on the number of lecture hours (see Policy 4009).

1.2 Hours of Service are the number of hours an adjunct faculty member engages in while performing any work associated with a course assigned to him/her. This is not limited to time performing actual instruction. Hours of service per course vary based on the number of credit hours carried by the course, the duration of the course, and any other service required each week that is not directly associated with classroom instruction. In the case of adjunct instructors, one office hour per week per course is required.

2.0 Credit Courses Workload Guidelines:

2.1 **Workload Limits for Adjunct Faculty:** For credit instruction by adjunct faculty Division Deans may approve a workload of up to 25 hours of service per week. Exceptions to this maximum, up to 29 hours of service per week, must be requested in writing by the appropriate Division Dean and approved by the Vice President for Academic Affairs and approved by the Vice President for Human Resources.

3.0 Non-Credit Course Workload Guidelines:

3.1 An adjunct faculty member's workload may include non-credit classes exclusively, or in combination with credit courses. In such cases an adjunct faculty member's workload shall not exceed 25 hours of service per week from all types of instruction (credit and non-credit). The Vice President for Community Development may approve exceptions up to 29 hours of service for non-credit instruction. Exceptions must also be approved by the Vice President for Human Resources.

Effective: September 30, 1997
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