

# Part-time Faculty Teaching Load

## I. Work Loads

Adjunct workloads shall not exceed 28 service hours a week. Service hours are calculated based on a contact hour. Unless otherwise approved, an additional 1.25 hours will be credited per contact hour for performing work time required outside of direct classroom instruction. Credited time which is less than 1.25 hours must be approved by the Coordinator, Director and/or Dean, the Human Resources Director and the Vice President for Academic and Student Affairs. Exceptions must be approved by the Director of Human Resources and the Vice President for Academic and Student Affairs based on responsibilities unique to the adjunct assignment or assignments that will not be sustained for consecutive semesters. The responsibilities of adjunct faculty are detailed in the adjunct faculty job description.

## II. Student Hours

In lieu of student hours, adjunct faculty must accommodate student appointments on a mutually convenient basis. The course syllabus must include contact information and instructions for scheduling an appointment outside of class. Contact information should include a college email address and contact for a departmental support person for contact in the event the adjunct faculty member cannot be reached.

## III. Absences

When an adjunct faculty member must be absent due to illness or emergency, the faculty member must speak to their Dean or designated department contact as soon as possible. If at all possible, adjunct faculty should make arrangements to have the class covered. Class time lost due to absence must be made up to assure student completion of course objectives. Course time may be made up through additional scheduled meeting time or alternate assignments. Contract adjustments for adjunct faculty may be made at the discretion of the Dean.

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