

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>WORKLOAD – ADJUNCT FACULTY</b>	Policy 4.01.08
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## 1. **Adjunct Faculty Responsibilities**

For purposes of this Policy, an "adjunct faculty member" is an at-will part-time instructional employee whose primary responsibilities are teaching credit and non-credit courses.

The interaction of faculty members with students represents the essence of the educational process. Adjunct faculty workload consists of responsibilities identified in the two areas below:

### a. **Learning Facilitation:**

Includes, but is not limited to, responsibilities associated with teaching students such as: teaching, planning, developing lessons and course content, and learning assessment. Learning facilitation occurs in traditional classroom lecture/lab/clinical arrangement as well as distance learning environments such as hybrid and online courses.

### b. **Professional Development:**

Includes, but is not limited to, responsibilities associated with staying current in the discipline as well as the craft of teaching. This also includes maintaining required professional licensure and/or certification.

## 2. **Work Period**

Contracts are awarded on a per semester or course basis and provide the term of employment. The work period is contact hour class schedule of contracted courses. Adjunct instructors may not work more than twenty nine (29) hours per week, inclusive of prep time, unless they have expressed, written permission from their supervisor.

## 3. **Teaching Load**

The contact hours for an adjunct instructor may not exceed 74% of the contact hours for a non-advising full-time instructor in the teaching discipline. A weighted average method will be applied to determine the maximum teaching load for adjunct instructors teaching in multiple disciplines with varying full-time workload ranges.

The maximum contact hours for adjunct faculty workloads for various divisions and disciplines are:

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Category	Maximum Contact Hours	Programs
1. Writing intensive Lecture	13	English
	13	Humanities/Social Sciences (Sociology, History, Humanities, Psychology, Political Science, Anthropology,
2. Technical Lecture	14	Criminal Justice, Early Childhood, Early Childhood Teacher Associate, Occupational Education Associate, Paralegal
3. Lecture with clinical, lab, or studio components	18	Accounting, Advertising & Graphic Design, Automotive, Business Administration, Business Administration - Electronic Commerce, Civil Engineering, Cyber Crime Technology, Computer Engineering, Computer Information Technology, Electronics Engineering, Entrepreneurship, Mechatronics Engineering Technology, Medical Office Administration, Networking Technology, Office Administration, Real Estate, Surveying, Web Technologies
	18	Mathematics
	18	Science
	18	Developmental
	18	Physical Education
	18	Fine Arts
	18	Foreign Languages
	18	Health Sciences Disciplines
4. Non-Credit or vocational programs with 3:1 or higher average lab to lecture	22	Educational Opportunities (Basic Skills, GED, Adult High School, Compensatory Education)
	22	Non-Credit Programs (Public Safety Training, Occupational, Continuing Education, Customized Training, Small Business Training, and Personal Enrichment)
	22	Air Conditioning/Heating and Refrigeration, Carpentry, Computer Integrated Machining, Cosmetology, Culinary, Electrical/Electronics, Masonry, Plumbing, Welding

ADOPTED: February 2014