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| SOUTHWESTERN COMMUNITY COLLEGE | HUMAN RESOURCES/INFORMATION TECHNOLOGY WORKLOAD – ADJUNCT FACULTY | Policy 4.01.08 |
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I. **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.

II. **Work Period**

~~Contracts~~ Appointments are ~~awarded~~ made on a per semester or course basis and provide the term of employment. Appointments are made on an at-will basis. 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.

III. **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 |
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| 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

Revised: March 23, 2021