

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 7– HUMAN RESOURCES SUBSECTION 72 – CLASSIFICATION, COMPENSATION & WORK ASSIGNMENTS

POLICY NUMBER: BP – 7246

ADJUNCT FACULTY LOAD

1. POLICY REASON/PURPOSE/INTENT

To define adjunct faculty load.

2. DEFINITIONS

2.1 Adjunct Faculty – A part-time instructor who generally has a teaching load and/or equivalent work assignment of 10.5 credit hours or less per academic term or 27 contact hours per week or less for non-credit courses or any combination of credit and non-credit assignments not to exceed 27 contact hours per week.

2.2 Academic term – Fall term – August to December; Spring term – January to Graduation; Summer term – Graduation to August

3. POLICY

3.1 The College Administration is authorized and responsible for assigning adjunct faculty instructional loads. Specific faculty responsibilities shall be detailed in position descriptions.

3.2 Adjunct faculty load is assigned in accordance with Administrative procedure AP-7246 – Adjunct Faculty Load Procedures.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 4/14/2016

ORIGINAL ADOPTION DATE: 02/13/1975 (Code 4117.01 item #0824)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 08/08/1996 (item #7695); 07/10/2014 (item #11462); 5/12/2016 (item #11821)

PRIOR POLICY/PROCEDURE NUMBER: 4118

SCHEDULE FOR REVIEW: 2021

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: adjunct faculty load, teaching load, part-time