

## Community College System of New Hampshire

Date Approved: December 6, 2017

Effective Date: January 1, 2018

Date of Last Amendment: November 2, 2017

### 318. Adjunct Faculty Workloads

#### 318.1 Policy Statement

1. This policy describes the teaching/work load requirements for adjunct faculty including clinical adjuncts. All work hours will be combined as a single count for adjunct faculty who hold multiple part-time appointments and/or work at multiple CCSNH institutions.

#### 318.2 Adjunct Faculty and Clinical Adjunct Workloads

1. The maximum allowable hours that an adjunct faculty including a clinical adjunct may work is twenty-seven (27) hours per week within/across CCSNH. Such work hours will be calculated as follows:
  - a. Adjunct faculty, who hold only an adjunct faculty appointment, may teach up to a maximum of twelve (12) credit hours per semester within/across the CCSNH.
    1. One credit/clock hour shall be calculated to include one hour of class contact time and 1 ¼ hours (1.25 hours) for course preparation and grading each week of the semester. Accordingly, a four (4) credit course consists of four (4) hours of class contact time and five (5) hours of preparation time per week that totals nine (9) work hours.
  - b. For clinical adjunct a clinical contact hour shall be calculated at straight time only for each hour worked.
  - c. A Directed Study course shall be calculated at one (1) hour for student contact and course preparation for each week of the designated time period of the directed study.
  - d. Adjunct faculty including clinical adjunct, who are hired to perform other work assignments, including but not limited to, professional tutoring, program coordination, advising or any other assignments may not exceed twenty-seven (27) hours per week for all combined work within/across CCSNH. All work hours will be combined as a single count for adjunct faculty and clinical adjunct, who hold multiple part-time appointments and/or work at multiple CCSNH institutions.
2. It is the responsibility of adjunct faculty and clinical adjuncts to disclose all appointments and work hours within/across all CCSNH institutions prior to accepting additional work assignments.
3. It is the responsibility of the Vice-Presidents of Academic Affairs(s) engaging the adjunct's services to ensure that the adjunct is not exceeding the established work load limits through teaching assignments or other duties across CCSNH.
4. An exception to the credit/clock hour limit set forth in 318.2.1(a) above may be granted by the institutional Vice-President(s) of Academic Affairs, in consultation with the College President, when it is in the best interest of the College. Exception considerations will require a full review of the adjunct's appointment(s) and workload(s) within/across CCSNH for the designated semester. A teaching load exception may only be approved for one semester within a period of two academic years to include Fall, Spring, and Summer semesters/terms and may not exceed a total of fifteen (15) credits hours for the designated semester within/across CCSNH.