

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7246.0

FOR POLICY NUMBER: BP – 7246

ADJUNCT FACULTY LOAD PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for defining and assigning adjunct faculty load.

2. DEFINITIONS

N/A

3. PROCEDURE

- 3.1 Adjunct faculty teaching credit classes shall have their instructional load assigned by the Dean with the approval of the Vice President of Educational Services and the President. Instructors may be assigned a work schedule at any time within the instructional day and at any instructional site within the College service area.
- 3.2 Generally, adjunct faculty may not be employed for more than twenty-one credit hours, or more than six hundred and thirty contact hour of combination thereof, during the academic year (fall or spring terms). Any exception must have prior approval by the President.
- 3.3 Summer session credit classes are offered on the basis of demand as determined by the Vice President of Educational Services and the President. Summer session load assignments for adjunct faculty are on an overload basis and are not included in the determination of full or part-time load.
- 3.4 As part of their classroom instructional duties, adjunct instructors are responsible for assisting individual students, advising, in-service adjunct faculty training and performing other similar duties.
- 3.5 Adjunct faculty teaching credit classes shall be paid based upon a per credit hour rate established by the Board of Governors. Adjunct faculty teaching non-credit classes shall be paid an hourly rate established by the Board of Governors.
- 3.6 It is not the policy of the College to hire substitute instructional teaching staff, however, on occasion, it may be necessary to employ adjunct faculty to cover classes of a full-time instructor when it involves a prolonged period of absence. The need for such assistance is to be determined by the Dean in conjunction with the Vice President of Educational Services. Payment for these additional instructional assistance duties will be determined on the normal overload rate which will be prorated for the number of

credit or contact hours to be taught. Payment for substitute coverage of other instructional assignments shall be by mutual agreement of the faculty member, Dean, Vice President of Educational Services and the Associate Vice President of Human Resources.

- 3.7 Directed study offerings shall be at the prerogative of the instructor with the instructor deciding whether or not to assume the extra responsibility of a directed study offering and the number of students to be directed at any given time.
 - 3.7.1 There will be no compensation for directing such a course for one individual.
 - 3.7.2 When an adjunct instructor directs a number of students in an authorized directed study class, salary will be determined according to the approved part-time rate.
- 3.8 Honors program mentor contracts shall be at the prerogative of the instructor with the instructor deciding whether or not to assume the extra responsibility. Each mentor contract will be compensated at the rate of $\frac{1}{2}$ credit hour of load up to a maximum of five (5) contracts or $2\frac{1}{2}$ credit hours per term.
- 3.9 The minimum class size is normally eight. Exceptions to the minimum class size are administered as follows:
 - 3.9.1 The adjunct instructor may choose to teach the class on a prorated basis. Unless there is mutual agreement by the instructor and the administration to offer the course, the class shall be canceled by the Dean and no payment shall be made.
 - 3.9.2 If the course is a required subject within a program and is being taught by an adjunct instructor, the immediate supervisor in concurrence with the Vice President of Educational Services may offer the class for full pay.
 - 3.9.3 Specialized courses requested by outside companies or agencies not meeting the minimum class size shall be offered for full pay.
- 3.10 When credit or non-credit courses do not materialize, instructors shall be paid at the Board approved credit and non-credit teaching rate per contact hour for the actual hours taught not to exceed one class meeting. It is the responsibility of the regional coordinator or the Dean to determine when the class will be taught. The normal class size is eight.
- 3.11 Instructional payment(s) for adjunct instructional staff teaching credit classes shall be paid in one of two methods and in no case shall the last payment be made prior to the completion of duties:
 - 3.11.1 Consecutive and successive salary pay periods with equal installments over the course of the term, or

3.11.2 A single payment following completion of the course(s).

3.12 Instructors teaching non-credit course(s) are generally paid at the completion of the class upon the submission of an approved timesheet.

4. APPLICABILITY

N/A

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EFFECTIVE DATE: 08/01/2014

REVISION DATE(S): 08/08/1996 (item #7695); 12/12/1996 (item #7857); 06/10/1999 (item #8527); 08/01/2014

PRIOR POLICY/PROCEDURE NUMBER: 4118.a

SCHEDULE FOR REVIEW: 2019

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: adjunct load, part-time