

HIRING OF TEMPORARY EMPLOYEES – RESTRICTIONS ON ADJUNCT FACULTY EFFECTIVE SEPTEMBER 1, 2014

Effective September 1, 2014, hiring departments will be expected to adhere to the following when hiring adjunct faculty personnel.

ADJUNCT FACULTY CLASSIFICATIONS AND LIMITATION ON HOURS

All adjunct faculty will be permitted to work continuously without a break in service, but are prohibited from working a teaching load which exceeds 24 service hours per week.

1. **Non-Credit Adjunct Faculty:** permitted to work non-credit teaching assignments where the service hours worked for these employees is equivalent to the actual hours assigned for all assignment.
2. **Credit Adjunct Faculty:** permitted to work credit teaching assignments where the service hours worked for these employees is based on the total number of contact hours for all assignments. The method for calculating the service hours for these employees will be **2¼ hours of service per week for each contact hour of teaching or classroom time plus one additional hour of service per week.** The example below outlines the conversion from contact to service hours.

Example: A credit adjunct faculty member who teaches three courses at 3 contact hours each will carry a teaching load of 9 contact hours with an hour of service added increasing the total to 21.25 service hours per week.

Example: A credit adjunct faculty member who teaches two courses at 4.5 contact hours each will carry a teaching load of 9 contact hours with an hour of service added increasing the total to 21.25 service hours per week.

MULTIPLE CONCURRENT JOB ASSIGNMENTS PROHIBITED

Adjunct faculty are prohibited from being employed in multiple concurrent job assignments.

Example: An individual employed as a credit adjunct faculty would be prohibited from working in a temporary or non-credit adjunct faculty assignment.

Example: An individual employed as a non-credit adjunct faculty would be prohibited from working in a temporary or credit adjunct faculty assignment.