

3357:13-16-462 Adjunct Faculty Workload

- (A) This procedure is designed to be one mechanism contributing to the maintenance of high-quality education at North Central State College.
- (B) Adjunct faculty may not work more than 29 actual work hours/clock hours per week. This includes teaching/class time and time outside of class i.e. prep time, grading, etc. The Affordable Care Act (ACA) permits a “safe harbor” method for determining hours of service for adjunct faculty members. Under the safe harbor method, the College may credit adjunct faculty with 2.25 hours of service for each hour of classroom/teaching time. This ensures a reasonable method of crediting hours of service for all class and non-class time (representing a combination of teaching or class time and time performing related tasks such as class preparation and grading of examinations or papers). The safe harbor method will be prorated based on the College’s 50-minute contact hour. In other words, in addition to crediting an hour of work for each contact hour teaching in the classroom or lab, this method would credit a total of 1.9 hours of service for each hour of classroom or teaching time. Other types of workload, including but not limited to, directed practice, clinicals, practicums, low enrollment classes, directed study, etc., will be calculated in a similar manner.
- (C) Actual hours for other work performed such as tutoring, advising, subbing, mentoring, committee work, proctoring, Canvas training, etc., shall be included in the weekly hour calculation, i.e. 29-hour week maximum.
- (D) At no time shall hours worked exceed 29 hours without the approval of the Chief Academic Officer and the Director of Human Resources.
- (E) Adjunct faculty shall be paid by contact hours.

Effective: February 20, 2024

Next Review: February 1, 2029

Review Dates: 6/21/10, 2/20/24