

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

ADJUNCT FACULTY WORKLOAD
Procedure No. 3357:13-16-453
Page 1 of 1

Effective: June 21, 2010

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 will be permitted to work up to 75% of full-time faculty workload (based on 40 hours per week) per academic quarter or up to 30 hours per week. Work time shall include, but is not limited to, instruction, prep, tutoring, advising, committee work, etc.

C. Adjunct faculty will be paid by contact hours; however, instructional load will be based on either credit or contact, whichever is reached first.

All exceptions must be submitted in writing to and approved by the Vice President for Learning.

Maximum Load Limit	Credit	Contact
Instructional Hours	14	17
Instructional Support Hours	14	11.39 (.67 hours per contact hour)
Other Hours	2	1.61
TOTAL	30	30

Example: If an adjunct tutors 5 hours/week and advises 7 hours/week, he/she can teach the following:

- If calculated by **credit** hour – adjunct can teach up to 9 credit hours.

Tutoring	5
Advising	7
Instructional Hours	9
Instructional Support Hours	9
TOTAL	30

- If calculated by **contact** hour – adjunct can teach up to 10 contact hours.

Tutoring	5
Advising	7
Instructional Hours	10
Instructional Support Hours	6.7
TOTAL	28.7