

TIDEWATER COMMUNITY COLLEGE
POLICY ON ADJUNCT FACULTY WORKLOAD

Purpose

This policy establishes the maximum workload in course credits that an individual adjunct faculty member may carry in any given fall or spring semester or summer session. The policy is consistent with the policy of the Virginia Community College System (VCCS *Policy Manual* sections 3.0.5 and 3.5.1).

Background

Tidewater Community College recognizes the essential nature of the service of adjunct faculty to the institution's successful accomplishment of its mission. In particular, adjunct faculty are critical to the college's ability to afford access to higher education opportunity to the broadest possible sector of the population of TCC's service region. In addition, many adjunct faculty bring significant professional and practical experience in their discipline to the classroom, thus enriching the educational experience for their students.

The college maintains a clear distinction between the duties of adjunct and full-time teaching faculty. Standard adjunct-faculty duties relate to areas of direct instruction, including course preparation, grading, and the associated section-specific student consultation. The college relies on full-time faculty for further required faculty work, such as program/discipline-specific advising, instructional planning, curriculum innovation, and shared-governance responsibilities.

Adjunct faculty are hired by the college on an as-needed basis for direct instruction. Their course-based compensation, which is proportional to the number of credit hours taught (or equivalent), covers the time used for direct instruction, course preparation, grading, and individual consultation with students.

Adjunct faculty are hired to teach on a semester-by-semester or summer-session basis. An adjunct faculty member's engagement in a particular term affords him or her no guarantee of continued employment. Further, engagement of an adjunct faculty member to teach a specific course section affords no guarantee that s/he will teach that class if it lacks sufficient enrollment or if it is needed to provide a full load to a full-time faculty member.

While adjunct faculty are welcome to participate fully in the life of the institution, including service on shared-governance bodies and other committees, such service is entirely voluntary on the part of the individual. Unlike their full-time colleagues, the college holds no expectation of service to the college for adjunct faculty members.

Policy

An adjunct faculty member shall teach no more than fifteen (15) course credits (or equivalent) in any fall or spring semester and no more than ten (10) course credits (or equivalent) in any summer session. An adjunct faculty member shall not be permitted to teach fifteen (15) course credits in each of the fall and spring semesters

of a single academic year. It is the responsibility of the academic dean(s) engaging the adjunct faculty member's services to insure that s/he is not exceeding these limits through teaching assignments in another academic division or on a different campus of TCC.

Each adjunct faculty member shall provide a minimum of one (1) hour per week for each course taught for student advising and related activities. The faculty member shall insure that each student in his/her class is informed of the day(s) of the week, the time(s), and location(s) when s/he is available for student advising. The information shall be provided in the class syllabus and may be posted on the faculty member's website, if available.

Implementation

The Vice President for Academic & Student Affairs shall develop, promulgate, and maintain procedures that insure that adjunct faculty do not exceed the maximum workload limits established herein.

Authorization: Deborah M. DiCroce, President

Date: October 9, 2008

Effective Dates: January 1, 2009