
Subject: Adjunct Faculty Workloads

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1. 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 term. The policy is consistent with the policy of the Virginia Community College System ([VCCS Policy Manual](#) sections 3.0.5 and 3.5.1).

1.1. Background

Tidewater Community College recognizes the essential nature of the service of adjunct faculty to the successful accomplishment of the college 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.

1.2. Rationale

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-term 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.

The college provides adjunct faculty opportunities to engage in the academic life of the college. Adjuncts participate in the shared governance process, discipline meetings, college and campus convocations, orientations, and training and professional development. Unlike their full-time colleagues, the college holds no expectation of service to the college for adjunct faculty members.

2. 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 term. 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.

In a limited number of exigent situations after all other alternatives have been exhausted, at the request of the respective academic dean or center director and campus provost, the Vice President for Student Learning and Chief Academic Officer may authorize an adjunct faculty member to teach more than fifteen (15) but, in no case, more than eighteen (18) course credits (or equivalent) in a single semester. Such authorization shall be granted only in cases in which the adjunct faculty member will not teach more than a total of 29 course credits (or equivalent) in the fall and spring semesters of a single academic year.

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.

3. Responsibilities

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

4. Procedures

The following procedures will be followed to ensure compliance with this policy and other practices of the college regarding hiring and assigning adjunct faculty to teaching assignments.

- 4.1. Deans/directors are responsible for making adjunct teaching assignments and ensuring that adjunct faculty members are appropriately credentialed and that all necessary documentation is on file in the Credentialing Office.
- 4.2. Before making a teaching assignment, the dean/director will determine that the planned number of course credits (or equivalent) will not result in a violation of this policy based on the total number of course credits (or equivalent) assigned to the adjunct faculty member in the current semester, summer term, or combination of fall and spring semesters in the same academic year.
- 4.3. All hiring requirements must be completed and associated documents must be on file, including reference and background checks, official college transcripts, verification of eligibility for employment, and other required qualifications, e.g., Quality Matters or Microsoft Office Specialist certification (if applicable), before the teaching assignment is begun. Additional time to complete the required documentation (other than reference and background checks and verification of eligibility for employment) may be needed in limited situations.
- 4.4. Adjunct teaching assignments are tentative until registration is completed and requirements for adjunct faculty are determined. The dean/director may cancel any class prior to the time that the class next meets following the drop/add sessions in which the class begins. The dean/director may substitute a full-time faculty member before the class next meets following the drop/add session in which the class begins. A teaching assignment is not guaranteed, and there is no guarantee of future employment by the College.
- 4.5. Adjunct faculty teaching loads are routinely reviewed by deans/directors, provosts, the Director of Institutional Effectiveness, the Credentialing Specialist, and the Vice President for Student Learning and Chief Academic Officer to ensure compliance with this policy.

4.6. Exceptions to adjunct faculty workloads may be made at the request of the respective dean/director and provost when the conditions described in section 2 above are met. The Vice President for Student Learning and Chief Academic Officer may authorize or deny exceptions.

5. **Definitions**

No definitions are associated with this policy.

6. **References**

[VCCS Policy Manual](#)

7. **Review Periodicity and Responsibility**

The Vice President for Student Learning and Chief Academic Officer shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

8. **Effective Date and Approval**

This policy is effective upon its approval by the College President on September 27, 2012.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.
President

Daniel T. DeMarte
Vice President for Student Learning and
Chief Academic Officer

9. **Review and Revision History**

The initial version of this policy was approved October 8, 2008.

- Revision 1
 - Added provision for authorization of an adjunct faculty member to teach more than fifteen course credits.
 - Updated the vice president's title to Vice President for Student Learning and Chief Academic Officer.
 - Added the procedure for effecting the policy.

Approved September 27, 2012 by President Edna V. Baehre-Kolovani.