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**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 be assigned 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](#) section 3 and TCC Policy 3112).

**1.1. Background**

Tidewater Community College recognizes the essential role of adjunct faculty in achieving the college mission, and the professional and practical experience adjuncts bring to the classroom enriching the educational experience of our 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 twelve (12) course credits (or equivalent) in any fall or spring semester and no more than eight (8) course credits (or equivalent) in any summer term. 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. The information shall be provided in the class syllabus and may be posted on the faculty member's website, if available.

## **3. Responsibilities**

The Executive Vice President for Academic and Student Affairs 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 an adjunct faculty member each semester, term, and 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 Executive Vice President for Academic and Student Affairs 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 Executive Vice President for Academic and Student Affairs 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 Executive Vice President for Academic and Student Affairs 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 January 22, 2018.

Policy Approved:

Procedure Developed:

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

Daniel T. DeMarte, Ed.D.  
Executive Vice President for Academic  
and Student Affairs

## 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, Ph.D.

- Revision 2
  - Updated to be consistent with TCC Policy 3112 – Part-Time Employee Workloads
  - Title updated

Approved January 18, 2018 by President Edna. V. Baehre-Kolovani, Ph.D.