Policy Information

Effective Date: May 28, 2014 (Summer 2014)
Last Updated: May 12, 2014
Status: Approved
Responsible Unit: Office of Academic Affairs, Office of Human Resources
Related Procedures: None

Reason for Policy

To maintain the highest quality of instruction by recognizing the value of part-time (adjunct) teaching and distributing opportunities to teach without creating unreasonable workload on any one individual and while conforming to the definition of part-time.

Policy Statement

Term Length Courses: Teaching is limited to two (2) three (3) credit hour courses per term, total of six (6) credit hours, not to exceed twelve (12) credit hours per semester.

Semester Length Courses: Teaching is limited to three (3) three (3) credit hour courses per semester, total of nine (9) credit hours per semester.

Combination of Term and Semester Length Courses: Teaching is limited to no more than nine (9) credit hours at any given time, not to exceed twelve (12) credit hours per semester.

Teaching is limited to no more than eight (8) three (3) credit hour courses, total of twenty-four (24) credit hours per academic year, summer through spring.

Teaching in combination with administrative appointments (team appointments) should not exceed an equivalency of twenty-nine (29) hours per week.

<table>
<thead>
<tr>
<th>Number of courses</th>
<th>Number of credit hours</th>
<th>Maximum administrative appointment (team appointment) hours per week</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>20</td>
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<tr>
<td>2</td>
<td>6</td>
<td>11</td>
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One-on-one teaching will be collectively counted as one course regardless of the number of one-on-one teaching experiences for each term or semester.

Administrative assignments include appointments for academic advisors, faculty coordinators, online mentors, program leaders, program coordinators, or any other non-teaching paid appointment.

All administrative appointments should include an expectation of average hours per week.

Individual academic units may have stricter criteria for part-time teaching and administrative appointments.