



ADJUNCT FACULTY WORKLOAD FORM

My signature below acknowledges my understanding of the Adjunct Faculty Workload Policy that establishes the maximum average weekly work hours for adjunct faculty at twenty-seven (27) hours. These work hours may be comprised of one or a combination of teaching, student supervision in a non-classroom clinical or laboratory setting, and/or supervision of graduate and doctoral students.

CREDITING WORK HOURS

- Adjunct Faculty who teach will be credited with 2.25 work hours per week for each credit hour taught
- Adjunct Faculty who teach will be credited with 1 work hour for each hour spent performing required out-of-classroom duties such as keeping office hours or attending staff meetings.
- Adjunct Faculty who supervise students in non-classroom clinical/laboratory settings will be credited with actual hours worked per week.

Further, I agree to disclose all adjunct assignments worked in the current calendar year prior to accepting a new work assignment(s).

PRIOR WORK ASSIGNMENTS FOR CALENDAR YEAR

COURSE	SECTION	COLLEGE	WORK HOURS

COMMENTS _____

SIGNATURE

Adjunct Faculty Signature Date

Adjunct Faculty Name (please print)