



ADJUNCT FACULTY WORKLOAD REQUIREMENTS/RESPONSIBILITIES

Delgado Community College has workload requirements for Adjunct Faculty teaching credit courses. These individuals may teach no more than 12 *contact* hours per week in the fall or spring semester, and no more than 9 *contact* hours per week in the summer, which equates to 29 *work* hours per week using the Safe Harbor Calculation Method in accordance with the Affordable Care Act. Contact hours for practicum and cooperative education courses are determined by the respective Division Dean in accordance with program and accreditation requirements. Average hours worked per week, including all job assignments at the College and any LCTCS institutions combined, shall not exceed 29 hours throughout the duration of the adjunct agreement.

Adjunct Faculty are required to:

- prepare and deliver course or laboratory lectures;
- hold 30 minutes of office hours per lecture/lab course on campus/site at times convenient for students;
- administer and grade learning assessments;
- maintain class records and submit midterm and final grades;
- administer formative evaluations and participate in an end-of-semester/session evaluation session;
- complete all required trainings; *and*
- engage in professional development, as applicable.

Adjunct Faculty are *not* required to:

- serve on standing or ad-hoc committees, task forces, or councils;
- attend Commencement Exercises or Convocations;
- attend division or department meetings;
- participate in curriculum/program development and revision; *or*
- advise students.

This policy does not pertain to full-time faculty overloads, which are addressed in the College's [Workload Requirements for Full-Time Faculty](#).

Cancellation:

This cancels *Adjunct Faculty Workload Requirements/Responsibilities*, dated 1/13/2015.

Policy References:

Policy and Procedures Memorandum, [Workload Requirements for Full-Time Faculty](#)

Review/Approval Process:

Faculty Workload Task Force 4/12/2022

Deans' Council 4/20/2022

Procedural Update - Vice Chancellor for Academic and Student Affairs Approval 4/22/2022