



## ADJUNCT FACULTY WORKLOAD REQUIREMENTS/RESPONSIBILITIES

Delgado Community College has established workload requirements for Adjunct Faculty teaching credit courses. Individuals in this employment category teach the equivalent of no more than 12 *contact* hours per week in a semester/session, which equates to 29 *work* hours per week using the Safe Harbor Calculation Method in accordance with the employer-shared responsibility provisions of 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 actual 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.

Within the scope of their duties, Adjunct Faculty are expected to:

- prepare and provide course or laboratory lectures;
- hold office hours in the amount of (30) minutes per lecture/lab course on campus/site at times convenient for students;
- prepare and grade examinations;
- maintain class records and report grades;
- participate in formative class evaluations and an end-of-the semester/session evaluation session; and
- complete all required/mandated employee training/professional development, as applicable.

Adjunct Faculty do not have the following responsibilities:

- serving on standing or ad-hoc committees or Councils;
- attending Commencement Exercises;
- participating in Convocation activities;
- attending Division meetings;
- participating in curriculum/program development and revision; and
- registering/advising students.

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

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*Policy Reference:*

Louisiana Community and Technical College System Policy #6.003, [Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees](#)  
Policy and Procedures Memorandum, [Workload Requirements for Full-Time Faculty](#)

*Review Process:*

Deans' Council 9/18/13  
Academic Affairs Council 1/13/15