



## RULES OF THE BOARD OF TRUSTEES

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- (1) Personnel employed for temporary instructional positions and for compensation at the part-time instructional hourly rate shall be considered as adjunct instructors. The College President is authorized to establish a comprehensive system of guidelines and procedures that provide for work load activities performed by adjunct faculty.
- (2) Pursuant to this Board Rule and the system established by the College President for the accounting, scheduling and verification of assigned work load activities performed by professors and adjunct faculty, each adjunct instructor shall provide instructional services at the agreed upon classroom contact hours per week and will maintain the applicable educational certifications for courses taught and maintain the same level of teaching standards as full-time faculty.
  - A. The adjunct instructor for credit-bearing courses may be assigned to a maximum of 80% the load of full-time faculty which is equivalent to 12 credit hours per term, and calculated at 27 work hours per week. Adjunct faculty will be responsible for providing appropriate time outside the class schedule for student consultation. However, additional employment-related duties must be kept below the total 30 work hours per week threshold. All exceptions must be authorized in advance and approved by the appropriate Vice President, Associate Provost or Associate Vice President.
  - B. Those adjuncts whose teaching load is calculated in clock hours are limited to 28 hours/week. In conjunction with not exceeding 28 hours per week, clock hour adjuncts are limited to working less than 130 hours in a calendar month. All exceptions must be authorized in advance and approved by the appropriate Vice President, Associate Provost or Associate Vice President.
  - C. Prior to the beginning of the benefits plan year, the Chief Human Resource Officer, or designee, will determine if any adjunct instructors exceeded the service hours limits during the look back period and meets the definition of a full-time employee. If an adjunct instructor is deemed to be a full-time employee, health insurance must be offered under the Affordable Care Act (ACA). If an adjunct instructor elects health insurance coverage, the adjunct instructor's department will be responsible for providing funds to cover the employer portion of insurance premiums for the entire plan year.
- (3) The College President is authorized to establish an adjunct faculty classification with guidelines and procedures.

(General Authority: Affordable Care Act (ACA), F.S. 1001.64, 1001.65)

(Adopted 04/24/85, Revised 04/22/86, 07/20/88, 5/27/93, 6/16/94, 8/13/13, 12/02/14, 12/10/19. 8/8/2023)