



EL PASO COMMUNITY COLLEGE PROCEDURE

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DJ-2 Credit Part-time (Adjunct) Faculty Workload

APPROVED: July 2, 2004 **REVISED:** February 14, 2024
Year of last review: 2024
AUTHORIZING BOARD POLICY: DJ

Classification: Administrative
Vice President or Associate Vice President: Vice President of Instruction and Workforce Education
Designated Contact: Dean or Director of the Program

OBJECTIVE: To provide workload guidelines for the assignment of credit part-time (adjunct) faculty* and part-time counselors and librarians, including full-time faculty/staff overloads. Texas Retirement System (TRS) retirees should consult with TRS for acceptable workloads.

The District must utilize the available resources to meet its objectives. In this regard, the District may employ qualified credit part-time (adjunct) faculty for instructional assignments.

I. Definitions

Credit Part-time Faculty: Credit part-time (adjunct) faculty who are assigned less than a full workload and are not classified as either special program or adult vocational instructors.

Contact Hour: A 50-minute instructional activity, such as classroom, laboratory, or clinical/practicum/internship/work experience, in which the student and faculty interact to meet specified learning objectives.

Credit Hour: The number of semester credits awarded by the District to a student upon successfully completing a course, usually represented by the course number's second digit.

Service Hour: This is a workload unit that includes adjunct faculty's office hours and prep time. Instructional lecture courses require 2.25 service hours per week per instructional contact hour. All instructional lab, clinical, and practicum courses require 1.51 service hours per week, except for TRS retiree adjunct faculty, whose service hours are calculated at 2.25 for lab, clinical, and practicum courses.

Non-Instructional Assignment (NIA): A non-teaching assignment, such as working on an externally funded or special project for the institution. Adjunct faculty can be assigned NIAs, but these assignments count in the adjunct faculty's workload and are not considered overloads (as can be the case with full-time faculty).

Clock Hour: Workload unit for non-instructional assignments (NIAs) paid at the appropriate noninstructional pay rate. There are no added service hours for adjunct faculty's NIAs.

Overload: An overload is an additional instructional or non-instructional assignment for full-time faculty above the full-time faculty workload. An overload assignment is considered a part-time assignment for the full-time faculty member and is subject to part-time faculty workload guidelines; therefore, it is included in this procedure. Part-time (adjunct) faculty are not allowed overloads.

Concurrent Classes: A class with credit and non-credit students enrolled. These classes are a single preparation for workload and/or pay purposes.

Independent Study: Faculty supervises a small number of students on a self-directed basis to pursue course objectives. The instructor meets with students periodically but does not attend the class as listed in the college schedule. An independent study is compensated per student according to the current Part-Time Faculty Salary Schedule. Generally, when the optimum is greater than 11, the class may be offered with six or fewer students as an independent study.

Teaching Assignment: A faculty instructional assignment during the day, evening, night, or weekend at various campuses and affiliate locations

* Note: The word "faculty" denotes instructors, counselors, and librarians.

Non-Traditional Instruction: Courses not taught in the traditional instructor/student classroom or laboratory method. This includes non-classroom self-paced courses, independent study courses, private lessons, telecommunications courses, etc.

Piggyback course: Multiple sections are taught at the same time by the same instructor. The section with the largest number of credit or contact hours determines the workload and/or payment.

II. Assignment Guidelines

- A. Workload assignments for part-time faculty and full-time faculty overloads are made by the Dean/Director/Associate Vice President based upon recommendations provided by the Faculty or Program Coordinator and/or preferences from individual faculty. Deans/Directors/Associate Vice Presidents may require faculty to indicate their preferences in writing). The administrative supervisor will determine the appropriate workload calculations (credit hours, contact hours, or hourly rate) based on the overall assignment. Workload formulas (credit hours, contact hours, or hourly rate) cannot be combined in the same semester.
- B. Full-time faculty have priority and may replace part-time faculty to complete a full-time workload.
 - 1. Full-time faculty have priority for assignments at their home campus.
 - 2. District-wide full-time faculty qualified in that discipline have second priority for assignments at any campus.
- C. full-time faculty have priority over part-time faculty for overload and summer assignments.
 - 1. Part-time faculty have second priority for assignments at their home campus.
 - 2. Part-time faculty have a third priority for assignments at their non-home campus.
 - 3. When multiple part-time faculty request summer assignments, equitable District-wide assignments will be given when possible.
 - 4. If a full-time faculty has an overload or a summer class is canceled, that instructor will have priority over a part-time instructor assigned to a class. However, a full-time instructor who decides to teach an overload or summer class within two weeks of the start of the class will not have priority over the part-time instructor.
- D. Part-time faculty members serve at the pleasure of the President and have no property interest in employment with the District. The part-time appointment carries only statutory benefits. The College reserves the right to cancel classes for insufficient enrollment or to readjust class loads.
 - 1. If classes should be canceled, the faculty member will be paid pro rata in accordance with any hours taught. Deductions for faculty absences will be made at the hourly rate for each contact hour missed.
 - 2. A part-time faculty member accumulates one leave day each fall and spring semester. Part-time faculty may accumulate up to two days. See DEC-2 *Faculty Members Absence and Leave*.
 - 3. Part-time faculty may attend dean-approved faculty development activities for up to two days without loss of leave or pay.
 - 4. Part-time faculty are eligible for leave with pay for jury duty with court documentation.
 - 5. Deductions for absences beyond approved leave with pay detailed above will be made hourly for each missed contact hour.
 - 6. Part-time faculty may participate in the Faculty Absence Exchange Program, which is three days per year (fall, spring, and summer) with a maximum of two days in any one semester.
- E. Full-time employees on an overload assignment serve at the pleasure of the President and the Board of Trustees and have no property interest in the supplemental employment with the District. The College

reserves the right to cancel classes for insufficient enrollment or to readjust class loads. If classes should be canceled, the faculty member will be paid prorata by any hours taught. Faculty absences will be deducted at the hourly rate for each contact hour missed or not covered by accrued leave time.

1. **Overload Assignments.** Overload assignments for full-time faculty above the usual full-time faculty workload are defined as follows and paid at the appropriate salary rate for the course or non-instructional assignment. Overload courses are not considered when determining part-time workload preparations.

ADDITIONAL WORKLOAD HOURS NOT TOTAL WORKLOAD

Overload Type	Maximum Credit Hours	Maximum Contact Hours
Single	5	7
Double	8	12
Triple	9	14

Equivalency: 1 credit hour = 1.4 contact hours per week in a 16-week semester

III. The following descriptions should be used in determining faculty workload during academic and summer sessions:

- A. **Theory Courses:** Workload is determined by each course's approved lecture (theory) credit or contact hours.
- B. **Lab Courses:** Laboratory contact hours are identified by the second number in the parentheses at the end of each course description in the current *Catalog*.
 1. **Open Laboratory Courses:** An open laboratory course is a course in which students are assigned independent activities that may require assistance but do not require direct group instruction. Typically, a laboratory assistant is present to assist the students.
 2. **Instructional Laboratory Courses:** An instructional laboratory course is one in which demonstrations, return demonstrations, and examinations (laboratory) require direct involvement by the instructor. The instructor is required to be present at all times and provides lectures, demonstrations, and student evaluations.
 3. **External Learning Experience:** An external learning experience course provides a competency-based learning experience, paid or unpaid, that enhances lecture and laboratory instruction and is provided at worksites appropriate to the discipline. The external learning experience allows the student to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. There are four types of external learning experiences: clinical, internships, practica, and co-ops, as referenced in the *Guidelines for Instructional Programs in Workforce Education (GIPWE) Chapter 3*.
 4. **Clinical Learning Experiences:** Clinical experiences must occur in a setting healthcare setting, and students must not be paid for the learning experiences. A clinical learning experience is a course in which students provide direct patient care within an off-campus clinical setting. Clinical learning experiences provide workplace settings in which students learn and apply program theory and management of the workflow. An instructor is usually available in the facility at all times for supervision and assistance in providing direct patient care and ongoing evaluation of students. The faculty member is also jointly responsible for the quality of care provided to the patient. In some cases, students may be assigned to multiple sites with preceptors, and the faculty member visits each site frequently. The faculty member is always available in person, by telephone/cell phone, or by beeper during the clinical assignment.
 5. **Internships:** These are experiences that take place in any setting outside of health care. Students may or may not be paid for the learning experiences. Internship experiences provide workplace settings in which students learn and apply program theory and management of the workflow. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.
 6. **Practicum courses** provide workplace settings in which students practice program competencies through repeated application of skills and activities. This type of laboratory experience requires

placement in a community affiliate. The instructor makes periodic visits to the learning site; however, they are not required to be present during the entire student learning experience. When the instructor is not present, the student works directly with or under the supervision of an affiliate employee. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.

7. Cooperative Education: Cooperative education learning experiences provide workplace settings in which students practice program competencies through repeated application of skills and activities. This type of laboratory experience requires placement in a community affiliate. The instructor makes periodic visits to the learning site; however, they are not required to be present during the entire student learning experience. When the instructor is not present, the student works directly with or under the supervision of an employee of the affiliate. A written external Learning Experience Evaluation Form, based on the student learning plan and describing student learning outcomes, must be developed by the instructor in conjunction with the external learning supervisor and provided to the supervisor at the external site. The workload is determined by the number of students enrolled and/or by the number of external sites that the faculty member must manage.
- C. Non-traditional instructional courses are assigned workload credit or contact hours based on the number of students and the anticipated evaluative contact between faculty and students on a weekly basis.
1. An expected workload is one credit hour per every 4 students for **independent activities**,
 2. For **private music instruction**, three students are equivalent to 1 credit hour.
 3. For on-line courses and video conferencing courses, courses are assigned workload based upon the course's approved credit/contact hours; however, the course optimum may differ from that of a traditional course.
- D. Each non-instructional assignment (including Faculty and Program Coordinator assignments) will be reviewed for workload equivalency and compensation by the Dean/Director/Associate Vice President and Vice President before each semester.
- E. Curriculum or program development/revisions, DACUMS, Challenge and Placement Exams, Experiential Learning Evaluation, and Field Experience assignments are made as credit part-time or overload assignments with compensation based upon the currently approved curriculum development pay rates. Minor and routine course revisions will not be reimbursed.
- F. The faculty member is responsible for providing instruction in accordance with the college's Vision, Mission, and District Goals. The current job descriptions for instructor, counselor, librarian, and adult, vocational/special programs instructor, must be followed to determine the total position requirements.
- IV. Faculty employed by the District for a part-time assignment during the fall or spring semesters is usually defined by the following guidelines:
- A. For additional information, refer to the current Instructional Dean Handbook.
 - B. If not employed on a part-time basis elsewhere, the faculty generally may teach:
 1. A maximum of 4 classes (12 equivalent credit hours) of instruction per semester (fall and spring), or
 2. Teach a maximum of 16 paid contact hours per week, or
 3. Be assigned a combination of courses, office hours/prep hours, and/or non-instructional assignments, not exceeding 19 total clock hours or 29.4 service hours per week.
 - C. For each 3-hour lecture credit or contact hour, each part-time faculty must hold one office hour.
 - D. Faculty employed by the District for part-time assignments in more than one area/division may have a maximum combined teaching load as outlined in the workload guidelines for Instructional Deans.
 - E. **EXCEPTIONS:** If the initiating supervisor submits a request to exceed the above workload guidelines, the assignment must be submitted for approval to the Vice President of Instruction and Workforce Education.

- V. Refer to the current Instructional Dean Handbook for maximum workloads in the summer.
 - A. Non-instructional assignments should be assigned by hours worked per week, not as equivalencies of 3 credit hour classes. For example, an assignment should be submitted on the Faculty Assignment Action Form as 17.5 hours per week at the current non-instructional hourly rate on a timesheet or calculated for a total salary amount.
 - B. During the summer session, full-time administrative and professional staff may teach two classes.
 - C. EXCEPTIONS: to exceed the above workload guidelines, the assignment must be submitted for approval with justification to the Vice President of Instruction and Workforce Education.