



College of The Albemarle Procedure

Procedure Number: 3.1.3.2

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Title: Part-Time Instructional Working Hours and Workload

Related Policy: Policy 3.1.3 Employment Classifications and Working Hours; Procedure 3.2.1.2 ACA Measurements Periods

Division of Responsibility: Human Resources

Adjunct Curriculum Instructional Personnel

One source utilized by the college to achieve its educational objectives is the employment of adjunct (part-time) faculty whose skills and teaching ability qualify them for classroom and laboratory leadership as effective teachers.

Adjunct faculty members are expected to possess the same credentials and levels of excellence in training, education, experience, and performance that are established for full-time faculty of the college. Adjunct faculty may be employed only after qualified and full-time faculty members are fully scheduled.

Part-time instructional employees (adjunct faculty members) shall be limited to teaching a load in accordance with the Affordable Care Act (See Procedure 3.2.1.2 ACA Measurements Periods).

The duties of adjunct faculty include the following:

1. Provide instruction in accordance with the stated purpose and mission statements of the college.
2. Give instruction in classes to establish course syllabi, the description in the college catalog, and the class procedure for the first day.
3. Inform students concerning college course requirements, course evaluation procedures, and attendance.
4. Evaluate student performance in accordance with course objectives and published schedules.
5. Assist students with study problems and in evaluating their potential for successful achievement in fields familiar to the instructor, especially those in his/her career and vocational areas.
6. Maintain accurate attendance and scholastic records of students and submit required reports according to published deadlines.
7. Attend meetings when requested.
8. Teach full class periods when scheduled.
9. Submit a copy of the final examination to the immediate supervisor by the end of the current semester if not using the standard or divisional exam.
10. Establish one hour of student office hours per week availability per course for students and inform them of time and location/mode. Adjunct instructors are expected to be available to students for purposes of academic assistance at specific times other than the regularly scheduled class.

To promote institution-wide quality of course content in specific class offerings, curriculum adjunct instructors are assigned a contact person which may be a full-time faculty, department chair, program



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coordinator, or academic dean.

Legal Reference: § 4980H of the Internal Revenue Code; Internal Revenue Service Notices
2011-36, 2011-73, 2012-17, 2012-58

June 13, 2023

October 21, 2024

October 21, 2024

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision