NOVA SOUTHEASTERN UNIVERSITY

ADJUNCT FACULTY WORKLOAD FORM

My signature below acknowledges my understanding of the Adjunct Faculty Workload Policy that establishes the maximum average weekly work hours for adjunct faculty at twenty-seven (27) hours. These work hours may be comprised of one or a combination of teaching, student supervision in a non-classroom clinical or laboratory setting, and/or supervision of graduate and doctoral students.

CREDITING WORK HOURS

- Adjunct Faculty who teach will be credited with 2.25 work hours per week for each credit hour taught
- Adjunct Faculty who teach will be credited with 1 work hour for each hour spent performing required out-of-classroom duties such as keeping office hours or attending staff meetings.
- Adjunct Faculty who supervise students in non-classroom clinical/laboratory settings will be credited with actual hours worked per week.

Further, I agree to disclose all adjunct assignments worked in the current calendar year prior to accepting a new work assignment(s).

PRIOR WORK ASSIGNMENTS FOR CALENDAR YEAR

WORK ASSIGNMENT DESCRIPTION	COURSE /SECTION	COLLEGE	WORK HOURS

COMMENTS_____

_____

SIGNATURE

_____
Adjunct Faculty Signature Date

_____
Adjunct Faculty Name (please print)