

**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 |
|-----------------------------|-----------------|---------|------------|
|                             |                 |         |            |
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**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_  
Adjunct Faculty Signature Date

\_\_\_\_\_  
Adjunct Faculty Name (please print)