

POLICIES AND PROCEDURES

Adjunct Faculty Workload Policy

Issue Date: January 2014

Policy Number:

Policy Applies To: all NSU Adjunct Faculty

POLICY

This policy establishes the maximum average weekly work hours an adjunct faculty can work at Nova Southeastern University in any given calendar year (fall semester, winter semester and summer term combined) at twenty-seven (27) hours.

The average weekly work hours can 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.

BACKGROUND

The Patient Protection and Affordable Care Act (PPACA) contains regulations on the “Shared Responsibility for Employers Regarding Health Coverage” that require specific employers to offer health care benefits to employees regardless of classification. This requirement goes into effect January 1, 2015. There is a “look back” period for employers to determine which employees are working enough each week on average over a twelve (12) month period, and to offer these employees health insurance coverage through the University’s health insurance program. The following policy was developed to provide guidelines for compliance with the provisions of PPACA.

It has been established that Nova Southeastern University (NSU) is a covered employer under PPACA and that the “look back” period for NSU employees is January 1 to December 31. This means that between January 1 to December 31 adjunct faculty may not exceed the average weekly workload limit during the calendar year.

This policy also establishes the maximum average weekly workload of twenty-seven (27) hours that an adjunct faculty may work in any given calendar year (fall, winter semester and summer term combined). This maximum average weekly workload can be comprised of teaching, student supervision, required out-of-classroom duties or a combination of all.

The first “look back” period begins on January 1, 2014 and continues through December 31, 2014; therefore no adjunct faculty may work more than twenty-seven (27) hours a week on average during the calendar year of 2014 and any subsequent calendar year thereafter.

RESPONSIBILITIES

Adjunct faculty should complete and sign the [Adjunct Faculty Workload Form](#), disclosing all work assignments for the current calendar year.

It is the responsibility of the academic dean(s) engaging the adjunct faculty to ensure that the maximum average weekly workload, twenty-seven (27) hours, is not exceeded through any combination of teaching, supervising assignments or required out-of-classroom duties. Assignments of another college or academic unit must be included when determining the average weekly workload. To assist with this calculation, an [Adjunct Faculty Work Load Calculator](#) was developed.

EXCESS WORKLOAD

Adjunct faculty may be granted limited exception under special circumstances for an assignment that will exceed the allowed workload. A Request for [Adjunct Faculty Excess Workload Approval Form](#) must be completed by the Department Chair and approved by the Dean and Provost before the additional assignment will be allowed.

DEFINITIONS

Teaching Adjunct Faculty: Adjunct faculty hired by the university as-needed to instruct students, make course preparations, grade student work, and provide student consultation.

Supervising Adjunct Faculty: Adjunct faculty hired to provide direct student supervision to students in non-classroom clinical/laboratory settings or to supervise graduate and doctoral students; they are scheduled on an as-needed basis.

Adjunct Faculty Appointment: An adjunct faculty member's appointment to teach or supervise students for a specific semester, term or other academic assignment period is not a guarantee of continued employment and may be rescinded if the required enrollment or participation level is not met.

Average Weekly Work Hours

The workload of an adjunct faculty as determined by a combination of teaching and/or supervision duties performed each week on average over a calendar year.

Engagement Period

The number of weeks an adjunct faculty performs services, usually the length of a semester or term.

Weekly Work Hours

The weekly work hours an adjunct faculty spends teaching and/or supervising students for duties performed through the duration of the engagement, typically constituting an academic semester or term.

PROCEDURES

Methodology For Calculation Of Average Weekly Work Hours Per Calendar Year

Step One - calculating the weekly work hours for teaching duties and/or supervising duties

Note: If an adjunct is teaching, supervising and performing required out-of-classroom duties, the proper calculation methodology must be applied separately for each duty and then aggregated to determine average weekly work hours. If an adjunct is teaching non-congruent semesters or terms, the calculation methodology for teaching duties must be applied separately to each congruent term and then aggregated to determine average weekly work hours.

Methodology for calculating weekly work hours for adjunct teaching duties:

credit hours x two and a quarter (2.25) work hours = weekly work hours

Methodology for calculating average weekly work hours for adjuncts supervising graduate/doctoral students:

students x two and a quarter (2.25) = weekly work hours

Methodology for calculating average weekly work hours for adjuncts supervising students in laboratory/clinic:

of supervision units x actual supervision unit length (in hours) = weekly work hours

Step two – calculating the weekly work hours for the engagement period

Multiply the weekly work hours by the number of weeks in the engagement (usually a semester or term) for each duty type and for each non-congruent semester or term.

Step three – calculating the total weekly work hours for the engagement period

Add the weekly work hours per engagement period for all duty types (teaching, supervision and required out-of-classroom activities) and non-congruent teaching assignments (when applicable) to capture the total weekly work hours for the engagement period.

Step four – calculating the average weekly work hours per calendar year

Divide the total weekly work hours for the engagement period by fifty-two (52) to yield the average weekly work hours per calendar year. Where necessary, round up to the next quarter of an hour.

Important Note: The average weekly work hour per calendar year cannot exceed 27 for any combination of work duties and/or assignments between academic colleges.

EXAMPLES

1. Adjunct faculty teaches 27 credit hours in winter semester

Determine total weekly work hours:

- 27 credit hours x 2.25 work hours = 60.75 weekly work hours

Determine weekly work hours for the engagement period:

- 60.75 weekly work hours x 16 semester weeks (16/winter) = 972 weekly work hours for engagement period

Determine average weekly work hours for the calendar year:

- 972 weekly work hours per engagement period / 52 calendar weeks = 18.6923 or 18.75 average weekly work hours for the calendar year

2. **Adjunct faculty teaches 18 credit hours in winter semester and 9 in fall semester**

Winter semester teaching

Determine weekly work hours:

- 18 credit hours x 2.25 work hours = 40.50 weekly work hours

Determine weekly work hours for the engagement period:

- 40.50 weekly work hours x 16 semester weeks (16/winter) = 648 weekly work hours for engagement period

Fall semester teaching

Determine weekly work hours:

- 9 credit hours x 2.25 work hours = 20.25 weekly work hours

Determine weekly work hours for the engagement period:

- 20.25 weekly work hours x 16 semester weeks (16/winter) = 324 weekly work hours for engagement period

Combine winter and fall semester teaching

Determine total weekly work hours:

- 648 weekly work hours for winter + 324 weekly work hours for fall = 972 total weekly work hours for engagement period

Determine average weekly work hours for the calendar year:

- 972 weekly work hours per engagement period / 52 calendar weeks = 18.6923 or 18.75 average weekly work hours for the calendar year

3. **Adjunct faculty teaches 9 credit hours in winter semester, summer term and fall semester**

Determine weekly work hours:

- 9 credit hours x 2.25 work hours = 20.25 weekly work hours

Determine total weekly work hours for the engagement period:

- 20.25 weekly work hours x 45 semester weeks (16/winter, 13/summer, 16 fall) = 911.25 weekly work hours for engagement period

Determine average weekly work hours for the calendar year:

- 911.25 weekly work hours per engagement period / 52 calendar weeks = 17.5240 or 17.75 average weekly work hours for the calendar year

4. **Adjunct faculty teaches 9 credit hours in winter semester and fall semester and supervises 5 graduate students through winter and fall semesters**

Winter semester teaching

Determine weekly work hours:

- 9 credit hours x 2.25 work hours = 20.25 weekly work hours

Determine weekly work hours for the engagement period:

- 20.25 weekly work hours x 16 semester weeks (16/winter) = 324 weekly work hours for engagement period

Fall semester teaching

Determine weekly work hours:

- 9 credit hours x 2.25 work hours = 20.25 weekly work hours

Determine average weekly work hours for the engagement period:

- $20.25 \text{ weekly work hours} \times 16 \text{ semester weeks (16/fall)} = 324 \text{ weekly work hours for engagement period}$

Student supervision winter and fall semester

Determine weekly work hours:

- $5 \text{ students} \times 2.25 \text{ work hours} = 11.25 \text{ weekly work hours}$

Determine average weekly work hours for the engagement period:

- $11.25 \text{ weekly work hours} \times 32 \text{ semester weeks (16/winter \& 16/fall)} = 360 \text{ weekly work hours for engagement period}$

Combine winter and fall semester teaching and student supervision during winter and fall semester

Determine total weekly work hours for engagement period:

- $324 \text{ weekly work hours for winter} + 324 \text{ weekly work hours for fall} + 360 \text{ weekly work hours for supervision both winter and fall} = 1008 \text{ total weekly work hours for engagement period}$

Determine average weekly work hours for the calendar year:

- $1008 \text{ weekly work hours per engagement period} / 52 \text{ calendar weeks} = 19.3846 \text{ or } 19.50 \text{ average weekly work hours for the calendar year}$