

**Subject: Adjunct Faculty Workloads**

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**1. Purpose**

This policy establishes the maximum workload in course credits that an individual adjunct faculty member may be assigned in any given fall or spring semester or summer term. The policy is consistent with the policy of the Virginia Community College System ([VCCS Policy Manual](#) section 3 and TCC Policy 3112).

**2. Policy**

An adjunct faculty member shall not be issued a contract to be paid more than twelve (12) course credits (or equivalent) in any fall or spring semester and no more than eight (8) course credits (or equivalent) in any summer term. It is the responsibility of the academic dean(s) engaging the adjunct faculty member’s services to insure that they do not exceed these limits through teaching assignments in another academic Pathway. Pursuant with terms accepted upon employment, an adjunct faculty member must notify their academic dean(s) and Human Resources in writing within one (1) week or seven (7) business days if obtaining additional employment within the VCCS in a part-time or full-time position. If such employment is within the VCCS, the credit hour limit in this policy applies.

Each adjunct faculty member shall provide a minimum of one (1) hour per week for each course taught for student advising and related activities. The faculty member shall insure that each student in his/her class is informed of the day(s) of the week, the time(s), and location(s) when s/he is available. The information shall be provided in the class syllabus and may be posted on the faculty member’s website, if available.

### 3. **Responsibilities**

The Vice President for Academic Affairs and Chief Academic Officer, in coordination with the vice presidents for Workforce Solutions and Administration and Chief Financial Officer, shall develop, promulgate, and maintain procedures that insure that adjunct faculty do not exceed the maximum workload limits established herein.

### 4. **Procedures**

Procedures relating to this policy are detailed in the *Faculty Handbook*.

### 5. **Definitions**

No definitions are associated with this policy.

### 6. **References**

[VCCS Policy Manual](#)

### 7. **Review Periodicity and Responsibility**

The Vice President for Academic Affairs and Chief Academic Officer shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

### 8. **Effective Date and Approval**

The revision of this policy is effective upon its approval by the College President on May 4, 2022.

Policy Approved:

Procedure Developed:

Marcia Conston, Ph.D.  
President

Michelle Woodhouse, Ed.D.  
Vice President for Academic Affairs  
and Chief Academic Officer

### 9. **Review and Revision History**

The initial version of this policy was approved October 8, 2008.

- Revision 1
  - Added provision for authorization of an adjunct faculty member to teach more than fifteen course credits.
  - Updated the vice president's title to Vice President for Student Learning and Chief Academic Officer.
  - Added the procedure for effecting the policy.

Approved September 27, 2012 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 2

- Updated to be consistent with TCC Policy 3112 – Part-Time Employee Workloads
- Title updated

Approved January 18, 2018 by President Edna. V. Baehre-Kolovani, Ph.D.

- Revision 3
  - Titles updated
  - Updated position titles
  - Updated “Responsibilities” section to be consistent with TCC Policy 3112
  - Removed references to directors and provosts
  - Added adjunct faculty member’s responsibilities in notifying deans of additional employment within the VCCS
  - Removal of procedures

Approved May 4, 2022 by President Marcia Conston, Ph.D.