



Adjunct Faculty Workload Limits

Fall/Spring	Total clock hours available outside of classroom and/or instruction per month				
	Contact Hours	Full Session	12 Week Session	10 Week Session	7.5 Week Session
11	17				
10	27				
9	37	15			
8	47	27	8		
7	56	39	22		
6	66	51	37	8	
5	76	64	51	27	
4	86	76	66	47	
3	95	88	81	66	
2	105	100	95	86	
1	115	112	110	105	
0	125	125	125	125	

Summer Semester	Total clock hours available outside of classroom and/or instruction per month			
	Contact Hours	12 Week Session	8 Week Session	4 Week Blocks
9	15			
8	27			
7	39			
6	51	15		
5	64	33		
4	76	51		
3	88	70	15	
2	100	88	51	
1	112	106	88	
0	125	125	125	

Notes:

- *1 Contact hour is 1 hour in the classroom/week/semester (*Adjunct Teaching Agreement*)
- *1 Contact hour = 2.25 hours worked for ACA weekly reporting to the IRS
- *Clock Hours refers to the hours entered on a timesheet through Payroll
- *All part-time employees may work up to 125 hours/month in any combination of assignments.
- *Note: The 125 hour limit is inclusive of the ACA weekly reporting hours
- *Total contact hours in all part-terms cannot exceed the standard work load limits.
- *Please contact Human Resources for questions regarding any possible variation of the blocked terms.