

March 4, 2009

Subject: Instructional Workloads for Part-Time Faculty

1. The maximum workload for part-time faculty for the academic year (excluding summer term) is eight (8) semester hours in any one semester and twelve (12) semester hours for the academic year.
2. The maximum workload for part-time faculty during the summer is no more than eight (8) semester hours at any one time and no more than eight (8) hours for the entire summer session.
3. Before processing a part-time contract, Chairpersons must ascertain if the prospective part-time hire is (has been) scheduled for any other credits in the University. Part-time contracts that exceed 8 aggregate credits at any one time during the summer, those exceeding 8 aggregate credits for the entire summer, those that exceed 8 aggregate hours in any one academic year semester, and/or those that exceed 12 aggregate hours for the entire academic year may be invalidated and the Chairperson will have to make alternative staffing arrangements.
4. In certain circumstances, the Dean's Office may grant a waiver to these maximum loads (8/12 for the academic year; 8 for the entire summer; no waivers will be granted for more than 8 hours at any one time in the summer. The waiver request must be submitted by the Department Chairperson to the Dean's Office before the processing of the contract. Only in the most extraordinary and exceptional circumstances will an after-the-fact waiver be granted; absent such exceptional circumstances, the submitted contract will be returned unsigned and the Chair will have to make alternative staffing arrangements.