



## Policy No. 3-38

### Subject: Adjunct Teaching Load

Last Revised: 05/04/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Human Resources	Deans of Academic Divisions	Vice President of Instruction and Student Services	VCCS Policy Section 3.0.8

#### I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) that the normal teaching load for an adjunct faculty shall be no more than 12 semester credit hours each fall or spring semester and no more than 8 semester credit hours during the summer semester.

#### II. PERTINENT INFORMATION

A. Adjunct faculty represent an integral component of VHCC's academic programs. The College depends upon the expertise of these individuals to broaden the scope of its academic offerings.

#### III. DEFINITIONS

- A. Adjunct Faculty: designated individuals employed to teach less than a full load on a semester-by-semester basis.
- B. Dual Enrollment: College courses taught by qualified faculty to students still in high school for which schools may choose to give high school credit.
- C. Credit Hour: a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates; 1) Not less than one hour of direct faculty instruction and a minimum of two hours of student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time, or 2) At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including online delivery, laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

#### IV. GENERAL GUIDELINES

- A. The procedure outlined in the Appendix, Section VII, gives the timetable for evaluation of adjunct faculty and the proper response procedure for adjunct faculty.

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX**

**VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. SACSCOC Standard 6.3: The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of faculty members, regardless of contract or tenure status.
- B. Code of Virginia Section 2.2-2818.2 Applications of Mandates to the State Employee Health Insurance Plan.
- C. SACSCOC Dual Enrollment Policy Statement.
- D. VCCS Policy 6.7 Concurrent Enrollment Quality Standards.

**VII. OPERATING REQUIREMENTS**

- A. Adjunct faculty teaching load is determined on a semester by semester basis by the division dean or designee in response to enrollment demand.
- B. Adjunct faculty must report all employment at all VCCS institutions each semester, in order to comply with the Code of Virginia Section 2.2-2818.2.
- C. Exceptions to this policy may be approved by the Vice President of Instruction and Student Services on an emergency basis.
- D. Adjunct faculty will sign course contracts according to division deadlines, or in the case of adjunct faculty who teach only dual enrollment courses, be employed by a partner school district.