

Adjunct Faculty Loading Policy/Process  
May, 2013

1. The MCCCED Governing Board Policy limits the maximum teaching load for adjunct faculty to 9.0 load hours per term (fall, spring, and summer). The Maricopa colleges are expected to implement this policy.
2. It is recognized, however, that within certain exceptional situations, a limited number of adjuncts may need to carry additional load hours, not to exceed 12.0 per term (fall or spring) and 11.0 in summer. College presidents (or designees) may allow exceptions to the adjunct load limit under these criteria:
  - The assigned two sections or courses (with lecture/lab combinations counted as one course) results in a total load of more than 9.0 and up to 12.0.
  - The assigned lab/lecture courses with weekly start dates may not fill to capacity and the adjunct faculty member may have his/her load reduced to accommodate lower enrollments with a combined total load of 12.0 load hours or less.
  - Specialized knowledge/skills are possessed by a particular adjunct faculty member and substantial recruitment efforts for additional individuals in the field have not yielded positive results.
  - Unanticipated emergency situations occur (e.g., retirement, resignation, illness, etc.).
3. Hourly or RPS assignments (note that RPS should only be used for non-teaching and non-teaching related activities) held by adjuncts will be considered separate from and will not impact adjunct teaching loads. However, an RPS cannot be used to circumvent the Governing Board load policy. Any such use will be considered a violation of the policy and the individual(s) involved will be subject to disciplinary actions up to and including termination. The maximum hours worked by adjunct faculty including other assignments cannot exceed 25 hours per week. The hours are calculated by multiplying load times two and adding to that amount all additional hours, the total of which cannot exceed 25 in ANY work week.
4. Each term each college president will submit a report detailing the approval of all exceptional adjunct loads to the Executive Vice Chancellor and Provost. The report will be submitted by the college presidents by the end of the sixth week of each semester for the fall and spring semesters and before the end of the summer term(s). The Executive Vice Chancellor and Provost will develop a synthesis report to submit to the Chancellor.
5. The Executive Vice Chancellor and Provost will be responsible for the implementation of this policy