

ADJUNCT FACULTY EMPLOYMENT PROCEDURE

Related Board of Trustees Policy: BP 2.8

Approval:

Revision: 1/23/14

- Adjunct faculty hired by Craven Community College may only teach a total of 12 contact hours per week. Payment will be based on contact hours
- The total of 12 contact hours includes both classroom/labs and service/preparation time for all hours worked by the employee.
- Adjunct faculty can expect to spend 1 hour and 15 minutes outside of class for every hour inside of class.
 - Example: Every hour PER WEEK taught includes an additional hour and 15 minutes of prep time. A class with 3 contact hours PER WEEK is calculated as 3 (contact hours) + 3 hours and 45 minutes (prep time hours) = 6 hours and 45 minutes calculated hours.
 - Prep time includes but is not limited to grading papers, outside of class discussion with students, preparing syllabus, setting up labs, etc.
- If an adjunct is working for two areas of the College, both unit VP's must document approval PRIOR to employment in each area. This documentation can occur via email and must be initiated by the supervisor.
 - VP approval must be attached to each contract.
 - The contract provides an area for disclosure of working in other areas of the College.
- Each supervisor must track the hours worked by all part time employees in his/her area weekly. The supervisor must coordinate with supervisors in other areas, if necessary, to ensure that each part time individual has no more than 29 total hours worked at Craven Community College each week.
- Failure to comply with any part of this procedure may result in a disciplinary action or termination.

[Return to the Table of Contents](#)