

605.5.4 - Adjunct Workload

Purpose:

The purpose of this policy is to establish workloads for adjunct instructors. The intention is to serve the best interests of students, faculty, and staff by providing a quality working and learning environment.

Definitions:

- **Adjunct** - a part-time special appointment instructor who does not receive tenure and is hired on a contractual basis, typically for a single semester or academic year.

Policy:

To ensure an equitable workload, an adjunct instructor at Bismarck State College will be issued contracts each semester not to exceed the maximum credit or contact hour levels established by the college. The academic dean and assistant dean are responsible for ensuring the adjunct instructor's engagement with the college does not exceed through work in multiple divisions.

Each adjunct faculty member shall provide documentation verifying academic credentials and relevant work experience in accordance with the institution's Faculty Qualifications policy.

References:

[SBHE Policy 605.1 Academic Freedom and Tenure; Academic Appointments](#)
[400 Definition of a Semester Credit Hour](#)
[606.1 Faculty Qualifications Policy.pdf](#)
[606.1 Faculty Qualifications Policy Procedure.pdf](#)

History of This Policy:

First policy: September 9, 2025.

Reviewed by Campus Council on August 20, 2025, and reviewed by the Executive Council on September 5, 2025, and approved by the President on September 9, 2025.