



## 605.5.4 Adjunct Workload

### Purpose:

The purpose of this procedure is to establish the 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.

### Special Considerations:

Workload limits may vary depending on the course's instructional format. In exceptional cases, an adjunct instructor's workload may temporarily exceed these limits with the approval of the academic dean.

- If teaching Primary Lecture Courses, the adjunct instructor may not teach more than 22 credits in the traditional academic year and 9 credits during the summer semester.
- If teaching Primary Lecture & Lab Combination Courses, the adjunct instructor may not teach more than 25 contact hours in the traditional academic year and 9 contact hours during the summer semester.
- If teaching Primary Extended Lab Courses, adjunct instructors may teach at most 37 contact hours in the traditional academic year and 10 contact hours during the summer session.

### Procedure:

- Contracts will be distributed to adjunct instructors to ensure approval signatures can be acquired before the course start date.
- Adjunct pay will be calculated based on contact hours per week, a sixteen-week semester, and degree using the following hourly rates:

Doctorate	\$47.44/week/contact hour X 16 weeks/semester=	\$759/contact hour/semester
Masters	\$45.75/week/contact hour X 16 weeks/semester=	\$732/contact hour/semester
Bachelors	\$41.81/week/contact hour X 16 weeks/semester=	\$669/contact hour/semester
Associate	\$36.25/week/contact hour X 16 weeks/semester=	\$580/contact hour/semester
No degree	\$34.31/week/contact hour X 16 weeks/semester=	\$549/contact hour/semester



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**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.