Adjunct faculty workload shall not exceed the following limits except under unusual circumstances and with permission of the Dean of Academic Affairs or Associate Vice President, NECE, and Provost and Vice President for Academic and Student Affairs or Vice President, NECE:

1. If teaching strictly lecture classes, the adjunct faculty may not teach more than 22 credits (equal to 22 contact hours) in the traditional academic year* and 7 credits during summer session.

2. If teaching strictly lab classes or a mixture of lab and lecture, adjunct faculty may not teach more than 25 contact hours in the traditional academic year* and 7 contact hours during summer session.

3. If teaching in vocational technical curricula where standard load is 25 contact hours per week (see workload policy for further details) adjunct faculty may not teach more than 37 contact hours in the traditional academic year* and 10 contact hours during summer session.

*The traditional academic year consists of consecutive Fall and Spring semesters. Summer sessions fall outside the traditional academic year.

Rationale:

1. In the general sense, faculty members at Bismarck State College are expected to be in the classroom for 15, 17 or 25 hours per week as normal load. The differences in “normal load” reflect teaching assignments. If a faculty member teaches strictly “lecture” classes, they are expected to be in class 15 hours per week (equal to 15 credits). If there is a mixture of lab and lecture, with lecture predominating, they are expected to be in class 17 hours per week (associated credits would vary depending on the mixture of lecture and lab.) Faculty members teaching in a vocational area, with a mixture of lecture and lab, where lab is likely 50% or more of the teaching assignment on an ongoing basis, are expected to be in class 25 hours per week (credit equivalent is typically about 18 credits).

2. BSC asks faculty to self-report the amount of time (as a percentage of total time) they spend engaged in each of the three areas of professional responsibility identified by the SBHE: teaching, scholarship and service. The sum of these three estimates must be 100%.
A sampling of BSC faculty position descriptions (most from the current year; a few from last year) shows a self-reported average of 74.13% of a faculty member’s time is spent on teaching. (See attached graph showing distribution of self-reported effort.) (Faculty also self-report the amount of time spent on service and scholarship; the total must be 100%. Thus, if 74.13% of the time is spent teaching, then 25.87% of the time is spent in other activities not expected of adjuncts.)

3. We seldom use adjunct faculty in vocational/technical programs; the exceptions being in business management, criminal justice and human services. Most adjunct faculty are hired to teach classes in what are considered transfer curricula. (These are curricula where standard load would be 15 or 17 credits/contact hours.)

4. If the self-reported data are acceptable, reasonable and accurate, one could argue that an adjunct is less than half-time as long as they teach no more than 11 credits or contact hours per semester (15 x 0.7413) in lecture classes or 12.6 contact hours per semester (17 x 0.7413) in a combination of lecture and lab classes. In the event we used adjuncts heavily in a vocational program where 25 contact hours is the standard, that adjunct would be less than half time if teaching 18 hours or less each week. (Annualized loads would be 22, 25 or 37 contact hours, respectively.)

5. The numbers in item 4 are based entirely on the perceptions and prejudices of full-time faculty as they complete their annual position descriptions which may or may not be an accurate reflection of their actual workload. For example; two thirds of our faculty teach overload or extended day classes, with additional compensation. One might speculate that they would have a hard time separating the extra teaching time from their standard loads, thus over-reporting the amount of time spent teaching as part of normal load. There has been no effort to calculate separate multipliers for the three categories of faculty members identified in item 1 above.

6. Finally...the numbers are all on a semester-by-semester basis...not an annual basis. For example: we could suggest that an adjunct would have to teach 23 credits/contact hours in a year before being “over” the limit for “less-than-half-time status.

7. The multiplier (0.7413) should be recalculated annually, or at least on a periodic basis, to ensure workload perceptions have not changed to such an extent as to require revisiting the maximum loads for adjuncts.

8. Summer sessions are separate from the academic year. Maximum teaching loads for adjuncts during summer session should be restricted to approximately ¾ of maximum loads carried by full-time faculty. (Rationale: faculty members do not typically have service and scholarship responsibilities during the summer; so the same multiplier can be used to determine maximum adjunct teaching loads. Maximum teaching loads for full-time faculty are typically 10 credits/12 contact hours in transfer curricula.)
History of This Procedure:

First procedure draft approved June 1, 2003.