

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES PART-TIME CURRICULUM TEACHING LOAD	Procedure 3.1.3.2
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Part-time curriculum employees (adjunct faculty members) shall be limited to teaching a maximum of $\frac{3}{4}$ of a full teaching load during a semester. Determination of the maximum number of hours for a part-time curriculum employee is calculated by taking $\frac{3}{4}$ of a full-time teaching load defined in Procedures 3.1.3.1 – Full-Time Curriculum Working Hours and Workload. In extreme circumstances, a part-time curriculum employee may be allowed to exceed the maximum teaching load for one semester per academic year with the permission of the Vice-president of Instruction.

In no event may part-time curriculum employees work more than 29 hours per week inclusive of prep time, meetings, and other College duties, without expressed, written permission. For purposes of preparation time, the Vice President of Instruction, in consultation with the department heads and Deans, may set the number of hours for preparation time for each class taught by a part-time curriculum employee.

Adopted: 03-24-2017