

Fairleigh Dickinson University
Office of Human Resources

To: Campus Provosts
College Deans
School Directors
Department Chairs

From: Rose D'Ambrosio
Interim University Director of Human Resources

Date: 5/26/06

Re: Policy on Adjunct Teaching Limits
(This is a restatement of information distributed on August 30, 2001)

Below is the university's existing policy on adjunct teaching limits. It has recently come to my attention that some adjuncts are teaching in excess of the required limit. Please review to ensure that these limits are being monitored in your respective areas.

“Adjunct (part-time) faculty shall teach no more than nine (9) credit-hours in a regular semester, six (6) credit-hours in a short term or session, and no more than twenty-two (22) total credit-hours in any twelve month period. Under emergency conditions and with prior approval of the College Dean and the Campus Provost, an adjunct may be assigned up to twelve (12) credit-hours in a single semester but only if this assignment will not exceed the twenty-two (22) hour limit for the prior twelve(12) months.

One credit hour is defined as fifteen (15) fifty-minute sessions of classroom instructions. This is the minimum amount of instruction required under the New Jersey State regulations for the awarding of one academic credit. Generally a three-credit course will carry three credit-hours of instruction unless additional instructional time has been scheduled. Additional credit-hours are often involved in studio, laboratory, and remedial sections.

*This rule is based on the University policy that part-time faculty may not attain 1000 hours of employment in a calendar year. The annual hour calculation assumes that an instructor will spend two hours outside the classroom on preparation, student contact, and grading for every hour of actual classroom instruction. It also assumes that one credit-hour represents fifteen (15) weeks of instruction. Thus, 22 credit-hours translates into 22 hours * (1 in +2 out) * 15 weeks = 990 hours. Under this methodology a full time faculty member teaching twelve (12) credit hours is working a 36 hour work week.”*