

Adjunct Faculty Request for Additional Load

The standard teaching load for adjunct faculty is typically no more than 9 credit hours per semester or 199 contact hours (177 contact hours if teaching all three semesters) across the academic year.
Any additional teaching requires approval from the VPL.

To be completed by Division Chair prior to start of term:

Adjunct Faculty Member: _____

Division Chair requesting exception: _____

Part of Term Date: _____ Term and Year of Request: _____

Total Proposed Hours: _____ Course(s): _____

Modality (circle): Online Asynchronous Online Synchronous Online Hybrid
 Hybrid Flexible Hybrid In-Person Traditional In-Person

*If hybrid, is instructor able to meet on already established dates? Y / N

Has an exception previously been made during the calendar year of this request? Y / N

Justification of request for exception:

What other avenues have you exhausted in trying to staff this course?

Division Chair Signature: _____ Date: _____

VPL Decision:

_____ Make exception for total of _____ hours for the _____ semester of AY _____

_____ Deny exception

Comments:

VPL Signature: _____ Date: _____