

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Adjunct Faculty Teaching Load**EFFECTIVE DATE:** January 18, 2005; Revised May 5, 2023**Purpose**

The purpose of this policy is to establish the maximum number of semester hours adjunct faculty may teach at Southwest Tennessee Community College (“Southwest” or “the College”).

**Policy**Definition

Adjunct faculty are professional staff members of businesses, industries, agencies, and organizations who are appointed by Southwest on a part-time basis to carry out instructional, research, or public service functions.

Load

At Southwest, adjunct faculty will be employed to teach no more than nine (9) semester hours during a fall term or spring term. Adjunct faculty may be employed to teach no more than six (6) semester hours during shorter terms such as summer term. Exceptions to the nine (9) and six (6) hour limitations may be granted by the Vice President of Academic Affairs. Adjuncts must immediately notify the chairperson of the department contacting them to teach if they are offered additional teaching opportunities at Southwest.

Teaching Discipline

Adjunct faculty may have more than one (1) teaching discipline. Both the division deans and the Payroll department must ensure that the maximum hour limit is followed, unless an exception is approved by the Vice President of Academic Affairs.

Contract

Adjunct faculty contracts will include the load maximum provision or an exception thereto. The adjunct will initial the contract acknowledging awareness of this policy and expressing agreement to comply with it.

**Source of Policy:** \_\_\_\_\_ **Responsible Administrator:** AVP of HR; VPAA

**Related Policy:** N/A **TBR Policy Reference:** 5.02.01.00

**Approved:** \_\_\_\_\_ **Date:** May 5, 2023  
**President**