

- f. Faculty must be on campus not less than 35 hours per week to perform their duties, unless assigned off-campus duties contributing to the total of 35 hours per week. 40 hours per week shall be the primary basis for determining the workload of non-instructional faculty.

E. Adjunct Faculty (Letter of Appointment)

Adjunct faculty may carry a maximum of 10 workload units per semester for instructional purposes, 19.5 hours per week for non-instructional purposes, or a combination of the two, as described below.

**Calculation of Maximum Credit Hours and/or Clock Hours
GBC Adjunct Faculty or Part-time Employees May Work**

Basic Rules:

1. The general rule for part-time employees is that they may work only 49% of full-time equivalency. If they exceed the 49%, then GBC must pay them benefits which are in excess of 20% of salary.
2. Part-time hourly employees may not work more than 79 hours per month or 19.5 hours per week.
3. Adjunct faculty may not teach more ~~than 10 credit~~ hours for three consecutive months, except in special circumstances with prior approval of administration. *6 credit hours*
4. There are some circumstances where exceeding the 49% limit may be approved for periods of up to 60 or 90 days, but all exceptions to the 49% limit require prior administrative approval.

Use the table below to calculate an individual's percent of full-time employment. If the individual is both working as an adjunct faculty and as a part-time hourly employee, you must sum the percentage for each type of employment.

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Adjunct Faculty/Part-time Employee Calculation Grid			
FT% for Hourly		FT% for Credit Hours	
Weekly Clock Hrs Paid Work	Weekly Percent of Full-time	Credit Hours	Percent of Full-time*
1	2.5%	0.5	2.5%
2	5.0%	1	5.0%
3	7.5%	1.5	7.5%
4	10.0%	2	10.0%
5	12.5%	2.5	12.5%
6	15.0%	3	15.0%
7	17.5%	3.5	17.5%
8	20.0%	4	20.0%
9	22.5%	4.5	22.5%
10	25.0%	5	25.0%
11	27.5%	5.5	27.5%
12	30.0%	6	30.0%
13	32.5%	6.5	32.5%
14	35.0%	7	35.0%
15	37.5%	7.5	37.5%
16	40.0%	8	40.0%
17	42.5%	8.5	42.5%
18	45.0%	9	45.0%
19	47.5%	9.5	47.5%

Each credit is worth 7.0% rounded to appropriate amount.