

## Adjunct Faculty Load Limits – FAQ

### 1. How does the Affordable Care Act affect adjunct faculty loads?

- a. The Affordable Care Act (ACA) requires that employers provide health insurance coverage for all full-time employees. The definition of full-time employee for purposes of the Act is person(s) working an average of thirty (30) hours or more per week. ICC has always maintained a policy of defining full-time employees as working thirty (30) hours or more a week, while part-time employees are defined as working twenty-nine (29) hours per week. So in this regard, ICC's definition of full-time or part-time was not affected by the ACA's newly established definitions.

To maintain part-time status, the manner in which loads are calculated have been revised. In the past, ICC converted ECH assignments to clock hours using a 2.5 multiplier. So for example, if an adjunct was assigned 9 ECH's, the resulting clock hours would be 22.5. The adjunct would have 6.5 clock hours remaining in the week to assume additional responsibilities.

Today, ICC has adopted the language of contact hours rather than ECH, and now use the multiplier of 2.25 (which is allowed under the provisions of the ACA). Therefore, if an adjunct was assigned 9 contact hours, the resulting clock hours would be 20.25 (9 x 2.25) with 8.75 clock hours remaining for additional assignments.

Keep in mind that the equation of 2.25 represents the IRS' allowance for crediting adjunct faculty with 2.25 hours of service for each hour of classroom or teaching time.

To date, the IRS has allowed ICC to adopt this standard as a means of measuring work hours for adjuncts. The standard may change at the end of 2014, but it is not expected to have an impact on our new conversion formula.

### 2. What are the new Adjunct Load Limits?

In a good faith effort to maintain adjunct workloads at or below twenty-nine (29) clock hours per week **or** 12 contact hours per semester, ICC has adopted the following adjunct load limits:

SEMESTER OR TERM	FALL	SPRING	SUMMER	ANNUAL TOTAL
<b>Contact Hour</b>	12	12	6	27

**NOTE:** The 27 contact hours/year is the maximum/year; this does not allow for the maximum to be taught each semester of 12, 12 & 6.

The use of the term contact hour allows ICC to consider both lecture, labs, clinical hours as similar and thus the conversion is universal to all types of instructional methods.

Keep in mind that adjunct faculty may be assigned a maximum teaching load per semester (as defined in the chart above) or an hourly assignment not to exceed twenty-nine (29) total

hours per week....or a combination of course contact hours and clock hours not to exceed twenty-nine (29) hours.

**3. What is the difference between a clock/contact/credit and ECH?**

A contact hour is the total number of hours that a class meets per week, when offered over a 16 week semester. For example, a class that is designated as a 3 hour lecture with no lab is considered a 3 contact hour class. A class designated as 3 lecture and 3 lab is considered 6 contact hours. A class designated as 3 lecture, 2 lab would be considered a 5 contact hour course. For purposes of tracking adjunct hours, contact hour represents a contact hour to clock hour conversion of 1:1 rather than the equivalent hour of 50 minutes.

A clock hour is defined as a sixty (60) minute period of time that contains fifty (50) to sixty (60) minutes of class, lecture, recitation or faculty supervised laboratory, shop training or internship. Clock hours under this definition is not applicable for purposes of determining maximum hours.

An equated credit hour (ECH) is used to refer both to credit hours of teaching and to time assigned to activities that are equivalent to hours of teaching. Equated credit hours are computed at 1:1 per lecture hour. Laboratory and internships are computed using various ECH ratios for compensation purposes. Converting credit hours to ECH are for purposes of faculty pay and are not used to determine the maximum contact hour of adjunct faculty.

**4. Why is the strict enforcement of the 12 contact hour load limit?**

Provisions of the ACA that became effective January 1, 2014, will look back one year to establish worker eligibility for employer-provided health insurance. If someone has worked an average of thirty (30) or more hours per week, beginning July 1, 2013, he or she would be considered benefit eligible.

**5. Will teaching-related and other activities be counted in adjunct work load?**

Yes. Activities such as non-credit courses, required work such as in-house professional growth activities or meetings, lead adjunct work, office hours and any other work for which the employee will be paid are included in the work hour count. Essentially, any work that you are required to perform in which you receive pay for, will be counted.

What is not included, is time spent on activities for which no payment is expected or will be received, such as volunteer activities and non-required professional conferences.

**6. What is the work hour limit for someone who is teaching and performing additional work for which they will be paid?**

Remember that if you perform adjunct work and have additional work assigned to you, your work in both assignments are limited to a weekly cap of twenty-nine (29) clock hours. So, if an adjunct teaches 9 contact hours, this equates to a total of 20.25 clock hours per week ( $9 \times 2.25 = 20.25$ ). If you subtract 20.25 from the 29 clock hour per week limit, you have 8.75 clock hours for the additional assignment.

Conversely, a part-time tutor working 15 clock hours a week who accepts an adjunct teaching assignment will use the following formula:  $29 \text{ clock hours} - 15 \text{ clock hours (1:1)} = 14 \text{ remaining clock hours}$ . The remaining 14 hours allows for the assignment of a 6 contact hour course. ( $14 / 2.25 = 6$ )

- 7. I have been a Lead Adjunct in the past. I am teaching 12 contact hours and have 2 office hours. Since my work equates to twenty-nine (29 hours) per week, can I still serve as Lead Adjunct.**

Lead Adjuncts Faculty are expected to average one (1) or two (2) hours per week of service. If your total workload in a teaching term exceeds twenty-nine (29) clock hours per week, then you would not be able to serve as a lead during that term. In order to maintain Lead Adjunct status, the maximum number of contact hours would be eleven (11).

- 8. This is so confusing, is there a grid that one could use to arrive at available hours for additional work?**

Yes. Using the attached grid will assist you in knowing how many clock hours in that week, you may have for additional assignments.

<b>Contact Hours Conversion Chart</b>		
<b>(Maximum Additional Hours)</b>		
<b>Based on 2.25 conversion rate. Please round up for simplification</b>		
<b>Contact Hour Assignment</b>	<b>Conversion</b>	<b>Available Hours</b>
1.00	2.3	26.8
1.25	2.8	26.2
1.50	3.4	25.6
1.75	3.9	25.1
2.00	4.5	24.5
2.25	5.1	23.9
2.50	5.6	23.4
2.75	6.2	22.8
3.00	6.8	22.3
3.25	7.3	21.7
3.50	7.9	21.1
3.75	8.4	20.6
4.00	9.0	20.0
4.25	9.6	19.4
4.50	10.1	18.9
4.75	10.7	18.3
5.00	11.3	17.8
5.25	11.8	17.2
5.50	12.4	16.6
5.75	12.9	16.1
6.00	13.5	15.5
6.25	14.1	14.9
6.75	15.2	13.8
7.00	15.8	13.3
7.25	16.3	12.7
7.50	16.9	12.1
7.75	17.4	11.6
8.00	18.0	11.0
8.25	18.6	10.4
8.50	19.1	9.9
8.75	19.7	9.3
9.00	20.3	8.8
9.25	20.8	8.2
9.50	21.4	7.6
9.75	21.9	7.1
10.00	22.5	6.5
10.25	23.1	5.9
10.50	23.6	5.4
10.75	24.2	4.8
11.00	24.8	4.3
11.25	25.3	3.7
11.50	25.9	3.1
11.75	26.4	2.6
12.00	27.0	2.0