In March we learned the US Treasury Department had issued final regulations regarding the methodology of crediting hours of service for adjunct faculty that is reasonable in the circumstances and consistent with the employer responsibility provisions under the Affordable Care Act (ACA). Consistent with the request for a “bright line” approach the final regulations expressly allow crediting an adjunct faculty member with **2 1/4 hours of service per week for each hour of teaching and classroom time (representing teaching and classroom time, laboratory teaching and clinical administration time, class preparation time, and grading of exams or papers, along with time performing related tasks)** as a reasonable method for this purpose.

What does this mean for us here at Ivy Tech? Effective Fall 2014 we will again need to adjust our adjunct faculty loading guidelines to allow for the additional ¼ hour crediting (we were using 2 hours) AND base loading on “contact” hours and not “credit” hours. Therefore the following applies:

1. **Restrict loading to no more than 12 contact hours per semester for Fall, Spring and Summer terms (12*2.25 = 27.00/wk).**
2. Anything above 12 contact hours must be approved by the campus Chancellor. Campuses will be responsible for covering health care costs like any new employee added outside of the budget process.
3. Due to the contact hours required for certain courses/programs loading may reach the 30 weekly hour threshold. In these exceptional cases the regional Chancellor must approve **prior to contract execution.** Under no circumstances may loading exceed 31 hours (OR 13 contact hours) any week of the year.
4. For adjuncts who teach at multiple campuses and/or accept assignments from Corporate College, coordinate teaching loads so not to exceed the limits noted above.
5. Adjuncts may be assigned non-instructional work assignments provided the total required teaching/non-teaching hours generally do not exceed 28 per week.
6. Instructional loads include dual credit classes taught by college-compensated faculty rather than by the high school (ex., faculty-on-loan programs).
7. Online course mentoring and course development assignments do not fall under the definition of teaching or classroom time. Therefore, these assignments are on a 1:1 basis with a limit of 28 hours per week.
8. Corporate College training that is equivalent to credit course work will abide by the stated contact hour limits.
9. The assignment from one semester may not be averaged with the assignment from another semester to come up with an average of contact hours/semester.
10. Although we will revert to issuing contracts based upon “contact” hours an adjuncts pay will remain consistent (pay was not reduced when issuing contracts on a credit hour basis).

Additional Notes:
Faculty loading policies as outlined in ASOM 7.2 Faculty Loading remain in effect. If approved by the campus academic officer a full-time faculty may teach one course overload (defined as a 3-5 credit hour class) per semester. Only in extenuating circumstances may a faculty teach a second overload. This standard applies to staff as well in that a qualified, credentialed full-time staff may teach one 3-5 credit hour class/semester if approved by the supervisor and the regional academic officer.

Dental and Medical directors who do not perform tasks that meet the above definition of teaching or perform classroom, prep or grading of exams or papers are to be classified as staff rather than as adjuncts. The weekly hour limitation is no more than 28 hours per week.

Suggested practices to maximize adjunct faculty resources, remain with the new policies, and maintain academic quality and integrity of instruction include:
1. Consider team teaching assignments in studio courses, laboratories, and externships so not to exceed the maximum allowable contact hour assignment.
2. Recruit full-time credentialed staff to teach a course once or twice a year.
3. Review additional offloads provided to program chairs and whenever possible, assign administrative tasks to non-teaching personnel to allow the program chair to return to the classroom. Note that all program chairs must retain at minimum, a single offload to perform expected responsibilities.
4. Conduct professional development during non-instructional time and assign non-teaching responsibilities to adjuncts in-between semesters.
5. Rely more heavily on full-time faculty in the summer to teach during the shortened 8 week sessions.

**Corporate College**
1. Effective July 1 Corporate College faculty will be limited to working **no more than 120 hours** on a calendar month basis.
2. Contracted agreements already in place as of June 1 will not be required to be amended as a result of the timing of this guidance.
3. Those providing training through Corporate College are considered employees and not independent contractors.

A statewide report will be written to capture the contact hour load of each adjunct faculty and made available for our internal use to help with monitoring and prospective loading.