



## Adjunct Faculty and the Affordable Care Act Guidelines for meeting ACA requirements

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### Adjuncts and Instructional responsibilities

Loyola University Chicago policy states that part-time faculty may teach no more than 6 credits per semester and no more than 18 credits in a calendar year. This includes J-term and summer terms, which means that the maximum configuration can be one of the following options:

- Fall - 6 credits; Spring - 6 credits; Summer - 6 credits
- Fall - 6; J-Term - 3; Spring - 3; Summer - 6
- Fall - 3; J-Term - 3; Spring - 6; Summer - 6

### Adjuncts and Non-instructional responsibilities

As adjuncts are primarily hired for teaching credit bearing courses, the explanation for adjunct workload is in terms of credit hours. However, the policy and definition is the same whether they are hired to teach a credit bearing course, a non-credit bearing course, provide a professional development service, or supervise a program. The overarching construct is that for one hour of work (credit bearing or not) they are expected to spend one hour in preparation and one hour in follow-up. Thus the simplified description is one course credit hour of hire equals 3 hours of work and as a result a 3 credit course is the equivalent of 9 hours of work.

### Implementation and Monitoring Procedures

The Office of Faculty Administration is responsible for the implementation and monitoring of part-time faculty loads. Procedures to track the data and monitor the amount per part-time faculty are done first on the semester basis, second after three semesters, and finally as a compilation of the full year (four semesters).

Individual Semester Review: (J-Term, Spring, Summer, and Fall Semesters)

- 1) 2 weeks prior to term, first review of part-time instructor assignments by Faculty Administration to determine load
- 2) Issues of overload communicated to Dean/Director for adjustment
- 3) 2nd week of term, final review of instructor assignments by FA

Three Semester Review:

- 1) Data from first three semesters is merged and reviewed to determine whether or not a part-time faculty is approaching the maximum, thus limiting load for fall semester. Results of three semester review are distributed to Deans/Directors.

Final Calendar Review:

- 1) Data for calendar year compiled and reported to appropriate academic unit and Human Resources.