

Policy Number: 702.4

Policy: Part-time Faculty Workload Analysis

Effective Date: December 12, 2012

Revision Date: April 2, 2013

Responsible Party: University Budget Director

PROCEDURE:

- I. Academic departments may employ part-time (PT) faculty by the semester to teach a limited number of courses. Prior to assignment, academic department personnel shall review the current and proposed academic year workload for a PT faculty member with respect to collective bargaining agreements (CBA) and benefit eligibility thresholds.
- II. The following are general guidelines for PT faculty workload assignments:
 - A. PT faculty credits are associated with the University or City College campus based on course location. Assignments may include credits at both campuses.
 - B. Developmental courses are counted as City College credits
 - C. The academic year workload for PT faculty includes fall, intersession and spring.
 - D. The workload for PT faculty assigned University campus credits ONLY, cannot exceed 11 credits per academic year.
 - E. The workload for PT faculty assigned City College credits ONLY, cannot exceed 17 credits per academic year.
 - F. The workload for PT faculty assigned credits from both campuses cannot exceed a total of 17 credits per academic year with a maximum of 11 university campus credits.
 - G. The semester FTE for PT faculty who are assigned credits at both campuses is calculated by adding together the prorated semester FTE based on credits (18 at City College and 12 at University Campus) at each campus.
 - H. The combined semester FTE cannot be .50 or greater for BOTH semesters.
- III. The PT Faculty Workload Analysis template can be used to calculate an initial determination of CBA unit membership or benefits eligibility based on the proposed workload.

REFERENCES: