

**PARK UNIVERSITY
OFFICE OF THE PROVOST**

MEMORANDUM

Date: August 23, 2007
To: Adjunct Faculty
CC: Deans, Associate Deans, Department Chairs, Regional Directors, Campus Center
Directors, Campus Center Academic Directors
From: Michael Droge, Provost and Senior Vice President
Subject: Update Regarding Teaching Loads for Adjunct Faculty

This memo serves as an addendum to the August 30, 2005 policy statement regarding teaching loads for adjunct faculty and will be effective beginning with the 2007-2008 year (from the Fall semester/Fall I term of 2007 through the summer terms of 2008).

1.0 Adjunct Teaching Contract

- 1.1 For each course an adjunct faculty member teaches, he/she will enter into a contract with Park University that will specify which benefits are provided and which benefits are not provided for the contract period. This new Adjunct Teaching Contract will be available for the Fall II 2007 term and beyond.
- 1.2 Adjuncts spend time outside the classroom helping students and are dedicated to the process of student learning, but the Adjunct Teaching Contract will not require the individual to advise students formally, to engage in scholarship, to provide university or community service or to be subject to the same level of annual performance review that applies to full-time faculty members.

2.0 Standard Adjunct Teaching Load

It is the University's practice to hire qualified adjunct faculty members who are dedicated to teaching and have sufficient time to devote to that effort. Since most adjunct faculty members have other full-time employment, it is anticipated that individuals will not teach more than the Standard Adjunct Teaching Load. That load is defined as six (6) credit hours per eight-week term between the Fall Semester/Fall I term of one year and the Fall Semester/Fall I term of the following year. In addition, teaching more than six (6) credit hours in any given term requires approval for overload teaching from the Provost (see 3.0).

3.0 Approval for Overload Teaching

- 3.1 The Provost of the University, on recommendation by the Dean of the appropriate College/School, may approve an overload beyond the Standard Teaching Load. Requests for overload teaching will be reviewed on a course by course basis and will include a consideration of the individual's teaching performance, other employment obligations, the combination of classes to be taught and the anticipated number of students involved. Courses with large enrollments that are writing-intensive will require careful consideration.

3.2 Generally, requests for permission to teach an Overload should be submitted to the appropriate Dean at least four weeks prior to start date for the term/semester being considered.