

Title: Adjunct Faculty	Procedure Number: 4.3.1	Page 1 of 1
Board Policy or Policies: 4.3	Adopted by: Carrie Besnette Hauser, President Date of Last Revision: October 17, 2016	

Colorado Mountain College (CMC) has a part-time employee maximum workload policy and complies with all applicable State and Federal guidelines and laws regarding part-time employment.

Adjunct Faculty may not teach more than eleven (11) credit hours (or the equivalent) per semester. Overloads are not allowed for Adjunct Faculty; however, certain adjunct faculty may be allowed to teach a full load as a “Term Faculty” member (see the College’s procedure for Term Faculty for more information).

Adjunct Faculty members are responsible for ensuring that the learning outcomes for a class are met. Adjunct Faculty are expected to attend all scheduled class meetings. Adjunct Faculty shall make every possible attempt to reschedule any missed class meetings.

If an Adjunct Faculty member is unable to attend a class, this qualifies as an unexpected, short-term absence. The Adjunct Faculty teaching contract will not be adjusted for unexpected, short-term absences. Unintended, short-term absences shall not exceed one-fifteenth (1/15) of the total contract hours.

When a substitute instructor is needed for an acceptable, unexpected, short-term absence, the substitute instructor will be paid by the College, not the Adjunct Faculty member.

Adjunct Faculty are required to meet any and all training and credentialing requirements as determined by the College.

Adjunct faculty are eligible to participate in certain professional development opportunities sponsored by their campus, department/discipline, the Department of Academic Affairs, or the President’s Office. Adjunct faculty interested in these opportunities should inquire about them with the supervisors or the Department of Academic Affairs.