

Maximum Working Hours - Adjunct Faculty

Maximum Working Hours for Employees who are in a Position that is not Benefits Eligible

In accordance with the Patient Protection and Affordable Care Act, the Arkansas State University System has revised the Operating Procedure regarding the maximum working hours for Employees who are in a position that is not benefits eligible. The revised procedure is effective July 1, 2013.

This applies to adjunct faculty, part-time students, part-time non-students, and graduate assistants.

[View the Operating Procedure here!](#)

Frequently Asked Questions about Maximum Working Hours for Adjunct Faculty:

What is the maximum number of course credit hours that an Adjunct Faculty member can teach?

An Adjunct Faculty employee can teach a maximum of nine (9) course hours per 1 semester. If an Adjunct Faculty member is teaching at separate campuses within the ASU System, the course hours are combined and count toward the total maximum of nine (9) course hours per 1 semester.

I have an Adjunct Faculty employee who teaches a course at another campus and will also teach at ASU-Jonesboro (ASUJ). Do these hours count against the total maximum of nine (9) course hours per semester?

Yes. If an Adjunct Faculty member is teaching at separate ASU campuses, the course hours are combined and count toward the total maximum of nine (9) course hours per 1 semester.

For example: An adjunct could therefore teach nine (9) hours for ASUJ, but would not be able to teach adjunct at other ASU campuses. Another example - They could also teach six hours (6) hours at ASUJ and three (3) hours at another ASU campus. Any employee working at more than one Arkansas college, university, or state agency must receive approval for their concurrent employment.

Does this have an impact on full-time faculty overloads?

No, this should have no impact on full-time positions that are benefits-eligible. The sole intent of this Operating Procedure is to limit employees who are in a position that is not benefits eligible from working hours beyond what is allowed under the PPACA without providing health insurance coverage.

How are semester hours defined for Adjunct Faculty?

Semesters are defined as follows:

Spring January 1 – May 15

Summer May 16 – August 15

Fall August 16 – December 31

How do you convert course hours to a work week?

The IRS suggests that we count credit hours. For every credit hour you are assigned three (3) hours of work per course hour. For example, if the Adjunct teaches a four (4) hour credit course, that would count as twelve (12) hours of work per work week.

How will Adjunct Faculty hours be monitored?

Adjuncts must be assigned as instructors to a course through the BANNER system. Utilize the BANNER screen SSASECT to assign an instructor to a course.

What if we have an Adjunct Faculty member who teaches at another institution outside the ASU system? Does this count toward the total maximum of nine (9) course hours?

No. However, if an Adjunct teaches at another institution of higher education or other state agency, the concurrent service must be approved by the State Office of Personnel Management prior to beginning employment. Contact the Human Resources Department for additional information.

More questions about maximum working hours?

A-State Human Resources / Payroll

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