

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Adjunct Faculty Teaching Load**EFFECTIVE DATE:** January 18, 2005; Revised May 5, 2023; Revised October 5, 2026**Purpose**

This policy establishes the maximum number of semester hours that adjunct faculty may teach at Southwest Tennessee Community College (“Southwest” or “the College”).

PolicyDefinition

Adjunct faculty are individuals appointed on a part-time basis to carry out instructional functions and are included within the definition of faculty as provided in [TBR Policy 5.02.01.00](#), Definition of Faculty, when applicable.

Load

Southwest will employ adjunct faculty to teach no more than nine (9) semester hours during a fall or spring term and no more than six (6) semester hours during a shorter term, such as a summer term. If an adjunct faculty member is offered an additional teaching opportunity at Southwest, the adjunct must immediately notify the chairperson of the department offering the assignment. The Executive Vice President of Academic Strategy and Student Outcomes (EVP of ASSO) may approve exceptions to the hour limits.

Teaching Discipline

Adjunct faculty may teach in more than one (1) discipline. School deans and the Payroll Department must ensure compliance with the maximum teaching-load limits unless the EVP of ASSO approves an exception.

Contract

Adjunct faculty contracts must state the maximum teaching-load provision or document an approved exception made by the EVP of ASSO. Each adjunct faculty member must initial the contract to acknowledge awareness of this policy and agreement to comply with it.

Source of Policy: _____ **Responsible Administrator:** EVP of ASSO; VP of People and Culture

Related Policy: N/A **TBR Policy Reference:** 5.02.01.00; 5.02.07.00

Approved:  **Date:** October 5, 2026
President