



Loyola University Chicago

Adjunct Faculty and the Affordable Care Act Guidelines for meeting ACA requirements

Adjuncts and Instructional responsibilities

Loyola University Chicago policy states that part-time faculty may teach no more than 6 credits per semester and no more than 18 credits in a calendar year. This includes J-term and summer terms, which means that the maximum configuration can be one of the following options:

- Fall - 6 credits; Spring - 6 credits; Summer - 6 credits
- Fall - 6; J-Term - 3; Spring - 3; Summer - 6
- Fall - 3; J-Term - 3; Spring - 6; Summer – 6

Adjuncts and Non-instructional responsibilities

As adjuncts are primarily hired for teaching credit bearing courses, the explanation for adjunct workload is in terms of credit hours. However, the policy and definition is the same whether they are hired to teach a credit bearing course, a non-credit bearing course, provide a professional development service, or supervise a program. The overarching construct is that for one hour of direct instruction (credit bearing or not) they are expected to spend an additional two hours. Thus the simplified description is one course credit hour of hire equals 3 hours of work and as a result a 3 credit course is the equivalent of 9 hours of work.

Implementation and Monitoring Procedures

The Office of Faculty Administration in collaboration with the Deans/Directors offices oversees the implementation and monitoring of part-time faculty loads. Procedures to track the data and monitor the amount per part-time faculty are done first on the semester basis, second after three semesters, and finally as a compilation of the full year (four semesters).

Final Calendar Review:

- 1) Data for calendar year compiled and reported to appropriate academic unit and Human Resources.
- 2) October 31st is considered calendar year final for HR Benefit purposes.