

Maximum Adjunct Payload Hours

Congratulation on your selection to teach as an adjunct faculty member for Sinclair Community College. The position of adjunct faculty member is part-time. The number of payload hours you have been assigned for the term will be determined by the chairperson(s) of the department(s) in which you are assigned to teach.

Although we expect that your assignment and number of hours will be in effect for the entire term, this does not constitute a contract of employment, as you are an employee at will. **As an adjunct employee, you are limited to a maximum of 12 payload hours per term.**

Before accepting any other employment or work assignments at Sinclair Community College, you must consult with your department chairperson(s) so you do not exceed your maximum payload hours. This includes, but is not limited to:

- teaching as an adjunct faculty member in another department
- attending any training or professional development offered by Sinclair
- serving as a substitute teacher for any class
- tutoring
- performing work in a non-academic department, regardless of how you are paid for that other work, e.g. payload hours, hourly rate, or lump sum under a Supplemental Services Agreement.

Signature

Date

Human Resources Representative

Date