

## Upper Iowa University University Policy Proposal Form

University Policy Definition: Except as limited by law, University Policy is a course or principal of action broadly applied across the institution in an effort to 1) support the University's strategic direction, 2) mitigate risk, 3) improve operational efficiency, and 4) promote a culture of best practices. All approved University policies are posted on myUIU under University Policies.

**Date of Request:** 5/6/2014  
**Policy Name:** Adjunct Faculty teaching and activity load policy  
**Responsible Officer:** Director of Human Resources  
**Responsible Office:** Human Resource Office

**Purpose:** During the 2013-2014 year the IRS has provided additional guidance to calculate teaching hours for adjunct faculty. To align with the IRS health care benefit ruling, Upper Iowa University is adopting the following teaching and additional duties parameters for adjunct faculty teaching at Upper Iowa University. The expectation is an adjunct faculty member will work no more than 29 hours per week to fulfill teaching expectations and/or additional responsibilities at Upper Iowa University.

**Scope:** Adjunct faculty members at all UIU locations and programs including the Fayette campus, domestic centers, online, and self-paced.

Note: This policy does not apply to International Centers.

**Implementation: Effective** Term 1 of the 2014-2015 academic year.

Teaching letters of appointment – One or two letters per term without exceeding the combinations in the term teaching load table across all learning experiences for a total of not more than 18 credit hours in one academic year. (T6 – T5)

### Term teaching loads:

Number of credits	Course load per 8-week term
1	Can combine with one other 1, 2, or 3 credit course and up to 8 hours in other activities (from table below)
2	Can combine with one other 1 or 2 credit course and up to 8 hours in other activities (from table below)
3	One course per term and up to 12 hours in other activities (from table below)
4	One course per term and up to 8 hours in other activities (from table below)

### Other activities:

Activity	Approximate hours per week during an 8 week term or as noted*
Course development (Subject Matter Experts)	12 hours per week during scheduled period

## Upper Iowa “University Policy” Form

Directed Study course (1 – 5 students)	variable, average 4 hours per week
Experiential Learning Law Enforcement/Fire Science review	5 per review
Experiential Learning Portfolios	5 per review
Field Experience (those not covered under directed study or a credit course)	3 hours per week
Internships	variable, average 4 hours per week
New faculty orientation	5 hours per week (5 week period)
Professional development	2 hours per activity
Program contract work	4 hours per week
Program peer development	4 hours per week
Program student advising	4 hours per week
Self-Paced course	variable, average 4 hours per week
Senior Project	4
Senior Project second reader	2 hours per project (last 2 weeks of the term only)
Social Work Training Certificate (SWTC) internship assessment	3
Social Work Training Certificate (SWTC) internship coordinator	3
Student teaching supervision	1.5 hours per student/per week
Tutoring	Hours by request of the program director
UIU or Program committee work	4 hours per activity

**\*Source of the estimates:** Adjunct time survey completed in May, 2013.

**Research:** This policy is being created to meet the expectations of a new law. Research was gathered from the IRS rulings regarding adjunct faculty; blogs, articles, and websites pertaining to the topic; and practices in place at Park University.

**Revision History:** This document supersedes/replaces the recommendations in the 2013-2014 faculty handbook to align with the IRS health care benefit ruling and guidelines.

### Contact information:

Name: Director of Human Resources  
 Email: [hr@uiu.edu](mailto:hr@uiu.edu)  
 Phone #: 563-425-5959

### AQIP Categories:

#### **AQIP Category One: Helping Students Learn**

HELPING STUDENTS LEARN focuses on the design, deployment, and effectiveness of teaching-learning processes that underlie the institution’s credit and non-credit programs and courses and on the processes required to support them.

## Upper Iowa “University Policy” Form

**AQIP Category Two: Accomplishing Other Distinctive Objectives**

ACCOMPLISHING OTHER DISTINCTIVE OBJECTIVES addresses the key processes (separate from instructional programs and internal support services) through which the institution serves its external stakeholders in support of its mission.

**AQIP Category Six: Supporting Institutional Operations**

SUPPORTING ORGANIZATIONAL OPERATIONS addresses the organizational support processes that help to provide an environment in which learning can thrive.

**Strategic Initiative:**

**Strategy 1:**

Introduce policies and programs that create the seamless movement of students and faculty.

**Strategy 3:**

Comprehensive Quality Enhancement of the Academic Program.

**(For UPC Use Only)**

**Approvals:**

<b>University Policy Committee</b>	<b>Date Approved: 1/30/2017</b>
<b>Executive Leadership Team (ELT)</b>	<b>Date Approved: 5/13/2014</b>
<b>Academic Affairs Council/Faculty (if required)</b>	<b>Date Approved: N/A</b>
<b>Legal Review</b>	<b>Date Approved: 6/9/2014</b>
<b>BOT Academic Affairs Committee</b>	<b>Date Approved: 6/3/2014</b>
<b>Board of Trustees (BOT) (if required)</b>	<b>Date Approved: 6/16/2014</b>

**Policy Effective Date: 2014-2015, Term 1**

**Policy #: 65-373.3**

Institutional Support/Administration	Human Resources	Policy Number Sequence	Revision Sequence
<b>65</b>	<b>-373</b>	<b>.3</b>	<b>.</b>
Unit code number used in Jenzabar	Department code used in Jenzabar	Policy #1	Used for revisions to the policy