



**REQUEST FOR ADJUNCT FACULTY EXCESS WORKLOAD APPROVAL**  
**(WORKLOAD EXCEEDS ANNUAL TWENTY-SEVEN (27) AVERAGE WEEKLY WORK HOUR MAXIMUM)**

The maximum average weekly work hours an adjunct faculty can work at Nova Southeastern University in any given calendar year (fall semester, winter semester and summer term combined) is twenty-seven (27) hours. The average weekly work hours can be comprised of one or a combination of teaching, student supervision, in a non-classroom clinical or laboratory setting, and/or supervision of graduate and doctoral students.

Adjunct faculty may be granted limited exception under special circumstances for an assignment that will exceed the allowed workload. This form must be completed by the Department Chair and approved by the Dean and Provost before the additional assignment will be allowed.

If approved, the adjunct faculty member's "home" department will be responsible for any additional cost related to the adjunct's election of medical insurance coverage.

**JUSTIFICATION FOR APPROVAL**

\_\_\_\_\_ 1. Specialized knowledge/skills are possessed by a particular adjunct faculty member and substantial recruitment efforts for additional individuals in the field have not yielded positive results, please provide details:

\_\_\_\_\_

\_\_\_\_\_ 2. Unanticipated emergency situation occurs (e.g., retirement, resignation, illness, etc.), please provide details:

\_\_\_\_\_

\_\_\_\_\_ 3. Other, please specify: \_\_\_\_\_

\_\_\_\_\_

**ADJUNCT FACULTY AND INSTRUCTIONAL ASSIGNMENTS**

\_\_\_\_\_ Adjunct Faculty Name

\_\_\_\_\_ Department

\_\_\_\_\_ Average Weekly Work Hours for the calendar year (including this assignment)

COURSE	SECTION	COLLEGE	WORK HOURS

**COMMENTS** \_\_\_\_\_

\_\_\_\_\_

**APPROVALS**

\_\_\_\_\_ Department Chair Signature Date

\_\_\_\_\_ Dean Signature Date

\_\_\_\_\_ Provost Signature Date