

**MEMORANDUM OF UNDERSTANDING**  
**Part-time Faculty Teaching Limit and Workload Exception**

In accordance with Article 4.21, Part-time Faculty will not be assigned to an instructional workload which equals or exceeds .82 FTE college-wide.

As an exception to Article 4.21, Part-time Faculty may be assigned to an instructional workload which equals or exceeds .82 FTE college-wide, provided that the exception does not occur in more than one term per academic year, and does not exceed 1.09 FTE college-wide. Assignment of a workload exception is at management's discretion and must be approved by the Division Dean. When offered an exception by more than one department, at more than one campus, or for more than one term per academic year, Part-time Faculty have the responsibility to inform hiring managers/Faculty department chairs of any other exceptions previously offered or received and to decline any assignment which would result in the Faculty member receiving more than a one-term workload exception term per academic year, or exceeding 1.09 FTE college-wide.

Assignment of a workload exception under the terms of this Memorandum will not result in the part-time faculty member being paid as a one-term daily rate.

The workload exception under the terms of this Memorandum will terminate on August 31, 2015.