

Carlos Albizu University

Miami Campus Addendum to Faculty Handbook

Draft approved by the Institutional Academic Board

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PART III FACULTY RESPONSIBILITIES (Addendum)

3.2.1.2 50% MINIMUM FACULTY

Description of duties and responsibilities as well as the distribution of working hours per week are addressed in the Campus addenda. Twenty (20) hour-Faculty members are required to teach six (6) credit hours per session, as long as these do not entail more than two (2) preparations. They may be requested to teach up to two (2) additional classes as an overload.

Fifty percent (50%) Faculty members are required to comply with contract stipulations. The number of hours for clinical or practicum supervision may vary. Payment for overload and supervision will be based on the Adjunct Faculty Salary Scale.

The contracting system is multi annual and applies in the following manner:

1. First contract is for one (1) year
2. Second contract is for two (2) years
3. Subsequent contracts are for two (2) year-periods

TABLE I 50% MINIMUM FACULTY

HOURS	DUTIES AND RESPONSIBILITIES
5	Course teaching (equivalent to six credits)
3	Office hours / Student Mentorship
6 up to 8	Research and Professional Development and course preparation
2 up to 4	Institutional service (i.e., committee work and meetings)
16 up to 20	