

Carlos Albizu University

San Juan Campus Addendum to Faculty Handbook

Draft approved by the Institutional Academic Board

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Table of Contents

PART III FACULTY RESPONSIBILITIES (Addendum).....	3
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PART III FACULTY RESPONSIBILITIES (Addendum)

3.2.1.2 TWENTY (20) HOUR-FACULTY

Description of duties and responsibilities and 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.

A twenty(20) hour-Faculty member is required to spend twenty hours per week on campus, distributed on three (3) workdays per week or as required by contract. 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 FACULTY UP TO 20 HOURS

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