



Affordable Care Act Eligibility Procedure for Adjunct Faculty

Approved April 17, 2026 by Curriculum and Academic Policy Committee

Approved June 11, 2026 by President's Cabinet

Effective July 1, 2026

1. Purpose

This procedure establishes workload limits for adjunct faculty to ensure compliance with the **Affordable Care Act (ACA)** employer shared responsibility provisions and to define the College's workload thresholds as they relate to ACA requirements.

2. Applicable Law

Under the Affordable Care Act, an employee is considered full-time if they average 30 or more service hours per week during the employer's ACA measurement period.

For adjunct faculty, service hours are calculated using a multiplier to convert instructional contact hours into ACA service hours.

3. Definitions

- **Contact Hour:** One hour of classroom, lab, or direct instructional activity per week. This is the basis for ACA service hour calculations.
- **Credit Hour:** A unit of academic credit assigned to a course, generally reflecting one hour of classroom or direct instruction per week over a standard 16-week semester, plus additional out-of-class student work as required by institutional policy.
- **Service Hours:** ACA-reportable hours calculated as contact hours multiplied by the institutional adjunct multiplier.
- **Multiplier:** 2.25 service hours per contact hour
- **Measurement Period:** A standard 12-month ACA measurement period, which includes Fall, Spring, and Summer semesters when taught.

Note: ACA service hours are based on contact hours, not credit hours. Credit hours may be used to estimate contact hours if the weekly in-class hours are known.

4. ACA Calculation Method

Service hours for adjunct faculty are calculated as follows:

$$\text{Contact Hours} \times 2.25 = \text{ACA Service Hours}$$

Eligibility is determined by averaging service hours across all applicable weeks in the measurement period.



5. Workload Limits

A. Credit Hour Limit per Semester

To remain below ACA eligibility, adjunct faculty may be assigned no more than nine (9) credit hours per semester.

B. Contact Hour Limits by Teaching Pattern

1. Fall and Spring Only (No Summer Teaching)

- 199 contact hours per semester
- 398 contact hours total across Fall and Spring
- Weekly ACA service hour average remains below 30 hours/week.

2. Fall, Spring, and Summer Teaching

- 177 contact hours per semester
- 531 contact hours total across Fall, Spring, and Summer
- Weekly ACA service hour average remains below 30 hours/week.

6. Monitoring and Compliance

- The institution will monitor adjunct workloads each semester to ensure compliance with ACA limits.
- Academic Affairs will collaborate with Continuing Education and Workforce Development (Workforce) prior to the start of each semester to determine the academic load for adjunct faculty who also teach in Workforce programs and will continue to monitor these assignments throughout the year to ensure appropriate workload balance.
- Division Chairs and/or Workforce are responsible for reporting to Academic Affairs and Human Resources if additional assignments may cause them to exceed these limits.
- Assignments that exceed these limits may require adjustment or reassignment to maintain ACA compliance.

7. Exceptions

Any exceptions to this procedure must be approved in advance by the Vice President for Learning/Chief Academic Officer, Vice President for Continuing Education and Workforce Development and the Director of Human Resources.

8. Review

This procedure will be reviewed annually or as required to ensure continued compliance with federal regulations and institutional policy.



9. Quick Reference Table – ACA Compliance for Adjunct Faculty

Teaching Pattern	Contact Hours per Semester	Credit Hours per Semester	Multiplier	Service Hours per Semester	Weeks per Semester	Weekly Avg Service Hours	ACA Status
Fall only	199	9	2.25	447.75	16	27.98	☒ Safe
Spring only	199	9	2.25	447.75	16	27.98	☒ Safe
Fall + Spring	199	9	2.25	447.75 per semester	16 each	27.98	☒ Safe
Fall + Spring + Summer	177	9	2.25	398.25 per semester	16,16,8	29.87	☒ Safe

How to Use the Quick Reference Table

1. **Assign contact hours:** Ensure the number of contact hours per semester does not exceed the limits above.
2. **Check weekly average:** Service hours ÷ total weeks should remain < **30 hours/week**.
3. **Adjust summer load:** If summer is added, reduce contact hours per term to stay below ACA threshold.
4. **Monitor annually:** Academic Affairs, Workforce, HR and Department Chairs should track cumulative assignments over the ACA measurement period.