**Credit Hours to Standard Hours Worked Conversion Chart Part-time Regular Faculty – for purposes of ACA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Option 1 - 1.25 hours out of the class room per credit/contact hour +.75 office/meeting hours per week** |  | **Option 2 - 1.25 hours out of the class room per credit/contact hour + .5 office/meeting hours per week**  |  |
| **Number of Credit Hours per Semester** | **Class room/ Contact Hours** | **Prep/ Grading** | **Office/ Meeting Hours** | **Standard Hours Worked** | **FTE/ Effort** |  | **Class room/ Contact Hours** | **Prep/ Grading** | **Office/ Meeting Hours** | **Standard Hours Worked** | **FTE/ Effort** |
| **1 Credit/Contact Hour** | 1 | 1.25 | 0.75 | 3 | 0.08 |   | 1 | 1.25 | 0.5 | 2.75 | 0.07 |
| **2 Credit/Contact Hours** | 2 | 2.5 | 1.5 | 6 | 0.15 |   | 2 | 2.5 | 1 | 5.5 | 0.14 |
| **3 Credit/Contact Hours (e.g. 1 course)** | 3 | 3.75 | 2.25 | 9 | 0.23 |   | 3 | 3.75 | 1.5 | 8.25 | 0.21 |
| **4 Credit/Contact Hours** | 4 | 5 | 3 | 12 | 0.30 |   | 4 | 5 | 2 | 11 | 0.28 |
| **5 Credit/Contact Hours** | 5 | 6.25 | 3.75 | 15 | 0.38 |   | 5 | 6.25 | 2.5 | 13.75 | 0.34 |
| **6 Credit/Contact Hours (e.g. 2 courses)** | 6 | 7.5 | 4.5 | 18 | 0.45 |   | 6 | 7.5 | 3 | 16.5 | 0.41 |
| **7 Credit/Contact Hours** | 7 | 8.75 | 5.25 | 21 | 0.53\* |   | 7 | 8.75 | 3.5 | 19.25 | 0.48 |
| **8 Credit/Contact Hours** | 8 | 10 | 6 | 24 | 0.60\* |   | 8 | 10 | 4 | 22 | 0.55\* |
| **9 Credit/Contact Hours (e.g. 3 courses)** | 9 | 11.25 | 6.75 | 27 | 0.68\* |   | 9 | 11.25 | 4.5 | 24.75 | 0.62\* |
| **10 Credit/Contact Hours** | 10 | 12.5 | 7.5 | 30 | .75\*\* |  | 10 | 12.5 | 5 | 27.5 | 0.69\* |
| **11 Credit/Contact Hours** | 11 | 13.75 | 8.25 | 33 | .83\*\* |  | 11 | 13.75 | 5.5 | 30.25 | 0.76\*\* |
| **12 Credit Contact Hours (e.g. 4 Courses)** | 12 | 15 | 9 | 36 | .90\*\* |  | 12 | 15 | 6 | 33 | 0.83\*\* |

**\****Regular part-time faculty eligible for leave accrual and retirement at .5 FTE and above*

*\*\*Regular faculty are fully benefits eligible at .75 and above (includes health and voluntary benefits and retirement and leave); Conversion chart and tracking of hours will only be required for part-time faculty since full-time faculty are already offered health benefits*

**Definitions**

* **Contact Hours:** All hours associated with teaching or equivalent work e.g. studio or lab requirements
* **Release time:** Faculty that have been approved to do research or lab work in lieu of teaching – use conversion chart to determine hours worked per week, i.e. released from 1 course would be equivalent to 9 hours per week research or lab work, released from 2 courses would be equivalent to 18 hours per week of research or lab work
* Distance/on-line courses will be treated the same as classroom courses for the hours worked per week conversion

**Recommendations**

* Part-time faculty working at two or more institutions through joint staffing agreements: hours worked must be tracked across all institutions to determine benefits eligibility
* Part-time faculty teaching courses with other duties in addition to teaching (i.e. site visits, committee meetings): if the additional hours can be determined as occurring on an average weekly basis, they can be added into Standard Hours Worked per week/FTE in payroll and do not need to be tracked; any additional hours above the Standard Hours Worked per week must be pre-approved by supervisor and added to employee’s timesheet based on monthly payroll cycle
* Part-time faculty teaching courses with a variable hour component i.e. contact hours will vary each week due to student needs or other meeting requirements: if unable to establish an average hours per week for the variable component, any variable hours must be approved in advance and added to employee’s timesheet based on monthly payroll cycle
* Part-time faculty with research or clinical responsibilities only: establish average hours worked per week, based on grant requirements; hours worked over average in any week must be pre-approved by supervisor and added to employee’s timesheet based on monthly payroll cycle
* *Graduate Assistants and Graduate Research Assistants will track hours worked*
* Additional hours worked that are recorded on the employee’s timesheet will be used to determine health benefits eligibility under the ACA, **not** for salary or pay purposes
* Exceptions to any of the above items should be discussed and documented through the institution’s Human Resources office
* A System-wide committee with CHRO & VPAA representation will be formed to meet quarterly to discuss the Conversion Chart & its implementation