



**TEMPORARY PART-TIME TEACHING FACULTY – REQUEST FOR EXCEPTION
TO LIMITATION TO 75 PERCENT OF FTE PER SEMESTER**

Title 4, Chapter 3, Section 45 of the Handbook

(Revised May 2017)

DIRECTIONS: Use this form when requesting an exception through the Vice Chancellor for Academic Affairs to the limitation on temporary part-time teaching faculty to 75 percent* of a full-time equivalent per semester. Exceptions may be granted for good cause as specified under [Title 4, Chapter 3, Section 45](#), which may include but is not limited to: 1. The implementation of a pilot program requiring a temporary workload above 75 percent of full-time equivalent; 2. An emergency, such as an unanticipated increase in student registration for courses where the institution is unable to hire additional qualified temporary part-time teaching faculty; or 3. Assignments within the STEM and health sciences disciplines for courses with labs. Such exceptions shall not exceed one year in duration except for emergency cases.

This form must be submitted prior to the semester for which an exception is requested or no later than two weeks after the start of the semester.

*Workloads beyond 75 percent = 15 credits or more at a community college, 13.5 or more at a state college, and 12 credits or more at a university. Note: These calculations also apply to faculty employed by more than one institution

INSTITUTION/CONTACT PERSON: _____

TERM REQUESTED/YEAR (e.g. Fall 2017): _____

FACULTY NAME	DISCIPLINE	NUMBER OF CREDITS (If teaching at more than one institution, note number of credits taught across institutions)	REASON FOR REQUEST* (Specify A, B, C, D or "Other." Attach explanation for all reasons except C.)

System Use Only:

Date Received: _____

Approved by Vice Chancellor for Academic Affairs:

Signature

Date

*A = The implementation of a pilot program requiring a temporary workload above 75 percent of full-time equivalent. (*Attach a description of the pilot program.*)

B = An emergency, such as an unanticipated increase in student registration for courses where the institution is unable to hire additional qualified temporary part-time teaching faculty (*Attach information regarding the emergency.*)

C = Assignments within the STEM and health sciences disciplines for courses with labs.

D = Teaching at multiple NSHE institutions. *Specify which institutions.*

Other = Another explanation that is for good cause (*Attach information on the explanation for good cause.*)