



**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.**)