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Affordable Care Act (ACA) Compliance Policy for Course-Contracted (Adjunct) Faculty

To be compliant with the ACA, Saint Mary's University of Minnesota ("the university") has adopted the following policy, which sets out its standard for the calculation of hours worked per credit hour taught.

Definitions and Considerations

- This policy applies only to "course-contracted" (adjunct) instructors who are contracted to teach individual courses at the university but do not hold an annual contract.
- At the university, a 1.0 FTE (full-time equivalent) = 40 hours per week. The Affordable Care Act specifies that an employee working 0.75 FTE or 30 hours per week is eligible for healthcare coverage. The FTE of 30 hours per week is 0.75 (=30/40).

Credit Hour Work Limits for Course-Contracted Faculty

- The university has put in place credit limits that enforce the part-time status (fewer than 0.75 FTE at any given time) of those teaching on a part-time, course-contracted basis.
- At the university, course-contracted work is limited to 0.675 FTE (=27/40) to protect educational rigor and quality standards.
- Course-contracted faculty hours are calculated based on course credits. The university has determined that teaching one credit hour is equivalent to three hours/week in a semester.
- Total credit limits must account for all credit-bearing activities.
- Course-contracted faculty, and those managing course-contracted faculty, are required to follow these credit hour work limits. Failure to comply may result in disciplinary action.

Job Category	Credit Alignment	Hours/Week/Credit	Max Credit Limit per Semester	Max Weekly Hours
Course-Contracted Faculty	1	3	9	27