

Calculating FTE for Adjunct Faculty

The FTE is based on total effort hours per week for the teaching job. Federal guidelines require 1.25 hours of work added to each hour of instruction*, plus the addition of required hours above instruction (office hours, committee work, etc.). Therefore, the total effort hours are calculated as follows:

$$[\text{Instructional Hours per Week} \times 2.25] + [\text{Additional Required Hours of Work per Week (Office Hours, Committee Work, etc.)}] = \text{Total Effort Hours per Week}$$

Example	Total Effort Hours	FTE (Total Effort Hours/40)
Teaching a 3-credit course requiring 3 hours of instruction per week, no other required hours	[3 hours x 2.25 = 6.75 hours] + no additional hours = 6.75 Total Effort Hours	6.75/40 = 0.17
Teaching a 1-credit course requiring 2 hours of instruction each week, no other required hours	[2 hours x 2.25 = 4.5 hours] + no additional hours = 4.50 Total Effort Hours	4.5/40 = 0.113
Teaching a 4-credit course requiring 4 hours of instruction per week, one office hour per week	[4 hours x 2.25 = 9 hours] + 1 additional hour = 10 Total Effort Hours	10/40 = .25

The chart below can be used as a guide to evaluate the FTE values calculated for Total Effort Hours and eligibility under the Affordable Care Act.

Total Effort Hours Per Week	FTE for Job		Total Effort Hours Per Week	FTE for Job		Total Effort Hours Per Week	FTE for Job	ACA Eligibility
1	0.025		14	0.350		27	0.675	No
2	0.050		15	0.375		28	0.700	No
3	0.075		16	0.400		29	0.725	No
4	0.100		17	0.425		30	0.750	Yes
5	0.125		18	0.450		31	0.775	Yes
6	0.150		19	0.475		32	0.800	Yes
7	0.175		20	0.500		33	0.825	Yes
8	0.200		21	0.525		34	0.850	Yes
9	0.225		22	0.550		35	0.875	Yes
10	0.250		23	0.575		36	0.900	Yes
11	0.275		24	0.600		37	0.925	Yes
12	0.300		25	0.625		38	0.950	Yes
13	0.325		26	0.650		39	0.975	Yes
						40	1.000	Yes

**NEASC considers a 50 minute class to be 1 hour of instruction*