

Determining Benefits Eligibility for Adjunct Faculty

The Patient Protection and Affordable Care Act requires the University to offer health insurance to all full-time employees, including temporary or student employees. This Act defines a full-time employee as someone who works 30 hours per week or more, representing a percent of effort of 75% or more (e.g., 30/40=.75). [UT Policy FI0920 – Patient Protection and Affordable Care Act](#) provides guidance to University departments for complying with this Act.

Under the law, employees are categorized as new employees or ongoing employees. This determines how and when employees must be measured.

New employees fall in one of three categories:

- New employee reasonably expected to work full-time (30 hours per week or more) – You must offer them insurance before the end of the employee’s initial 90 days of employment.
- New employee reasonably expected to work part-time (less than 30 hours per week) and their hours do not vary – You do not have to offer them insurance before the end of the initial 90 days of employment.
- New variable hour and seasonal employees – If based on the facts and circumstances at the date the employee begins working you cannot determine that the employee is reasonably expected to work on average at least 30 hours a week, then that employee is a variable hour employee. Most adjunct faculty members will be designated as variable hour employees, due to the “as-needed” nature of adjunct instruction in most academic departments. A seasonal employee is an employee hired into a position for 6 months or less. You can determine insurance eligibility for these two employee types based on a look back measurement method following the end of their initial or standard measurement period.

Under the law, differing periods are defined and used based on the category of the employee:

- Standard Measurement Period – Period used to determine whether an ongoing employee is full-time.
- Initial Measurement Period – Period used to determine whether a new employee is full-time.
- Administrative Period – Period used to tabulate results and offer/enroll employees in coverage.
- Stability Period – Period when coverage must be provided to employees.

Measurement Periods:

Measurement Periods for New Hires: All new hire employees will have an initial measurement period beginning the 1st of the month following their hire date for an 11-month period. The measurement period is considered a rolling 11-month period based on the hire date recorded in the IRIS personnel system. For example:

Hire Date:	Measurement Period:
September 1	October 1 – August 31
January 1	February 1 – December 31
May 1	June 1 – April 30

Measurement Periods for Irregular Hire Dates:

If an adjunct faculty member has an irregular hire date, which does not align with typical academic semester time lines, then the initial 11-month measurement period will begin the 1st of the month following the hire date for an 11-month period. For example, a hire date of June 1 will result in an initial measurement period of July 1 – May 31.

Measurement Periods for Ongoing Employees:

Ongoing employees are those who have been employed for one complete initial measurement period. Upon completion of the initial measurement period, ongoing employees will have a standard measurement period of 12 months, ranging from November 1 – October 31.

Penalties under the Law:

- No coverage offered – If an employer fails to offer coverage to 95% (70% in 2015) of its full time employees and any full-time employee obtains subsidized coverage on an exchange, the employer will be penalized per month $(1/12 \times \$2,000) \times (\text{Total FTE's} - 30 \text{ (80 in 2015)})$
- Insufficient coverage offered – Applies if an FTE receives a premium tax credit because coverage was not offered them, the employer will be penalized per month $(1/12 \times \$3,000) \times (\text{Number of employees receiving subsidized coverage})$.

Applying FI0920 to Adjunct Faculty Assignments

UT Policy FI0920 explains how to measure effort for adjunct teaching faculty:

For adjunct faculty who primarily teach, their percent of effort should be based on the required workload for a full-time, non-tenure track teaching faculty member at that campus. For example, if full-time, non-tenure track faculty are expected to teach 12 credit hours during each of the Fall and Spring semesters, an adjunct who teaches 18 credit hours during these two semesters would have a percent of effort of 75% (18/24) and would be eligible for coverage. Employees would be required to be given credit for any work during traditional academic year breaks (summer, winter, spring).

According to the [UTC Faculty Handbook](#), faculty “[c]ourse loads should be consistent with UTC and departmental policies.” In the absence of a 12 teaching credit hour standard, the College identifies [The National Study of Instructional Cost & Productivity](#) (also known as The Delaware Study) as a standard for measuring faculty teaching productivity.

With respect to full-time teaching workload and adjunct (or supplemental) faculty, the study states:

Full time equivalency for supplemental faculty can be calculated by taking the total teaching credit hours (which are generally equivalent to the credit value of the course(s) taught) for each supplemental faculty, and dividing by 12. Twelve hours is a broadly accepted standard for a full time teaching load.

Based on the standards above, UTC will consider the teaching load for a full-time faculty member to be 24 teaching credit hours in a 12-month period.

Translating Credit Hours to Hours Worked

Calculating Percent of Effort for 12-Month Standard Measurement Periods:

Calculation of effort for an ongoing adjunct faculty member is derived from the understanding that a full-time (100% effort) employee, faculty or staff, has a planned schedule to work 2,080 hours per year. If 2,080 hours are distributed over 12 months, then this represents 173.33 hours per month. Therefore, a full-time faculty member has a planned schedule to work 173.33 hours per month over a 12-month timeframe. If a full-time teaching load is 12 credit hours per semester, and a full-time faculty member works an average of 173.33 hours per month, then each credit hour represents 14.44 hours worked. The chart below provides a credit hour/work hour translation to assist with calculations. To calculate percent of effort for a 12-month standard measurement period, total hours worked should be summated and divided by 2,080 (full-time working hours for a 12-month period). For example, 1,386 hours worked in a standard measurement period would result in the following percent of effort: $1,386/2,080=.67$. This employee would have a percent of effort at 67%.

Credit Hours	Hours Worked
1	14.44
2	28.89
3	43.33
4	57.78
5	72.22
6	86.66
7	101.11
8	115.55
9	130.00
10	144.44
11	158.89
12	173.33

Based on the information above, the calculation below reflects 75% effort, which is the percent of effort threshold that triggers benefits coverage for temporary employees, per UT policy FI0920:

- $2080 * 75\% = 1,560$ hours per year
- A total of 1,560 hours worked during a 12-month standard measurement period would translate to a percent of effort of 75% ($1,560/2080 * 100 = 75\%$)

Additional helpful information to monitor benefits eligibility during a standard measurement period:

- 1,560 hours per year divided by 12 months = Average 130 hours per month
- Because 1 credit hour = 14.44 hours, $130 \text{ hours} / 14.44 \text{ hours} = 9$ credit hours per month
- Therefore, if an Adjunct Instructor works less than 9 credit hours on average per month, or 1560 hours, for a 12-month measurement period then they will remain below the 75% threshold.

Calculating Percent of Effort for 11-Month Initial Measurement Periods:

Calculation of effort for a new-hire adjunct faculty member is derived from the understanding that a full-time (100% effort) employee, faculty or staff, has a planned schedule to work 2,080 hours per year. If 2,080 hours are distributed over 12 months, then this represents 173.33 hours per month or 14.44 hours worked per credit hour as detailed above. However, a new hire's initial measurement period is over an 11-month timeframe. Therefore, $173.33 \times 11 = 1,907$ total working hours for a full-time (100% effort) employee during the 11-month

period. To calculate percent of effort for an 11-month initial measurement period, the total hours worked should be divided by 1,907 instead of 2,080. For example, a total of 1,386 total hours worked in an 11-month measurement period would result in the following percent of effort: $1,386/1,907=.73$. This employee would have a percent of effort at 73% and would not meet the benefits-eligibility threshold for the initial measurement period.

Transitioning a New Hire from an Initial Measurement Period to a Standard Measurement Period:

Once a new hire completes one full initial measurement period they become an ongoing employee with a standard measurement period of November 1 – October 31 each year. The initial and standard measurement periods will always overlap as necessary to provide constant monitoring of percent of effort during a measurement period. For example, if a new hire has a start date in IRIS of May 1st then their initial measurement period will be June 1 – April 30. Once their initial measurement period is complete, and it is desired to continue their employment, they will become an ongoing employee with a standard measurement period of November 1 – October 31 each year. Therefore, their percent of effort should be calculated as of April 30 based on hours worked during the initial measurement period and then they will have another calculation of effort as of October 31 based on hours worked since November 1 of the previous year during the overlapping standard measurement period. They will then begin a new standard measurement period as of November 1 of the current year.

Stability Periods:

If a temporary employee (e.g., adjunct faculty) becomes benefits eligible then benefits coverage will be provided to the employee for 12 calendar months, beginning the 1st of the month following the measurement period that resulted in eligibility, regardless of the percent of effort calculated for the employee in the next measurement period. For example, if an adjunct faculty member has an initial measurement period of October 1 – August 31 that results in benefits eligibility then they will have benefits coverage from September 1 – August 31, even if their percent of effort is reduced below 75% for the standard measurement period following their initial measurement period. The only instance in which the 12-months of guaranteed coverage would be terminated is if the employee terminates from the University. If the benefits-eligible employee is terminated and then rehired within 26 weeks from their termination date, then benefits coverage must be offered again at the time of rehire. The 12 months of benefits coverage for the employee is referred to as the Stability Period.

If an adjunct instructor teaches for more than one department on campus, then you will need to ensure the total percent of effort entered in the IRIS personnel system reflects total credit hours being taught each semester. In this instance, if the total work for two departments results in the employee meeting or exceeding the 75% threshold and they become benefits eligible, the cost of benefits will be covered by central University funds as long as both departmental accounts paying the adjunct employee are centrally-funded accounts. If one account is centrally-funded and one is self-funded, then the self-funded account would absorb the benefits costs. If both accounts are self-funded, then the cost of benefits would also be self-funded. It is the responsibility of each department employing and adjunct instructor to know if they are teaching in another department on campus and to collaborate with the other department to ensure accuracy of percent of effort for each measurement period.

If the employee is offered benefits coverage and declines to accept the coverage, then they must sign a document confirming the decision to decline and no additional costs associated with benefits coverage will be incurred by the University. **Employees cannot be instructed to or persuaded to decline acceptance of coverage, as this is a violation of federal law and UT policy.**

Calculation Tables and Examples:

The table below will help you calculate percent of effort for adjunct instructors, based on translating credit hours into hours worked. The Summer semester is only calculated over the two months of June and July.

Calculating Percent of Effort – Standard Measurement Period (12months)					
Credit Hours	Hours Worked		Semester	Month	Hours Worked
1	14.44		Fall	November	
2	28.89		Fall	December	
3	43.33		Spring	January	
4	57.78		Spring	February	
5	72.22		Spring	March	
6	86.66		Spring	April	
7	101.11		Spring	May	
8	115.55		Summer	June	
9	130.00		Summer	July	
10	144.44		Fall	August	
11	158.89		Fall	September	
12	173.33		Fall	October	
<p>Summated Hours Worked / 2080*.100 = Percent of Effort (12-month standard measurement periods occur November 1 – October 31)</p>					
Calculating Percent of Effort – Initial Measurement Period (11 months)					
Credit Hours	Hours Worked		Semester	Month	Hours Worked
1	14.44		Fall/Spr./Su	Month 1	
2	28.89		Fall/Spr./Su	Month 2	
3	43.33		Fall/Spr./Su	Month 3	
4	57.78		Fall/Spr./Su	Month 4	
5	72.22		Fall/Spr./Su	Month 5	
6	86.66		Fall/Spr./Su	Month 6	
7	101.11		Fall/Spr./Su	Month 7	
8	115.55		Fall/Spr./Su	Month 8	
9	130.00		Fall/Spr./Su	Month 9	
10	144.44		Fall/Spr./Su	Month 10	
11	158.89		Fall/Spr./Su	Month 11	
12	173.33		<p>Summated Hours Worked / 1907*100 = Percent of Effort (11-month initial measurement periods begin on the 1st of each month following the hire date in any semester)</p>		

Example 1

A new-hire adjunct faculty member began instructing at UTC in the Fall of 2017. She instructed 3 classes the first semester, which are 3 credits each (9 total credit hours). She then instructs the same 3 classes again for the Spring of 2018 (9 total credit hours). She doesn't instruct in the Summer of 2018 (0 credit hours). You are planning on having her instruct 3 classes again in the Fall of 2018 (9 total credit hours), and need to determine if she stays below the 75% effort threshold during her initial measurement period. The calculation is as follows:

Calculating Percent of Effort – Initial Measurement Period (11 months)					
Credit Hours	Hours Worked		Semester	Month	Hours Worked
			Fall 2017	October	130
1	14.44		Fall 2017	November	130
2	28.89		Fall 2017	December	130
3	43.33		Spring 2018	January	130
4	57.78		Spring 2018	February	130
5	72.22		Spring 2018	March	130
6	86.66		Spring 2018	April	130
7	101.11		Spring 2018	May	130
8	115.55		Summer 2018	June	0
9	130.00		Summer 2018	July	0
10	144.44		Fall 2018	August (*END of initial measurement period)	130
11	158.89				
12	173.33				

Since this is a new employee, you will be calculating over 11 months, starting the month after the start of her measurement period. If September 1 is recorded as the hire date in the IRIS personnel system, then the measurement period will be October 1 – August 31. Based on the example above, the percent of effort calculation would be $130 \times 9 = 1,170$ hours worked. $\text{Hours worked} / \text{full-time hours (e.g., } 1,170 / 1907 \times 100)$ results in 61.35% of effort for the measurement period. Therefore, this adjunct does not meet the threshold to become benefits eligible during their initial measurement period.

When establishing the percent of effort at the time of hire, if only the Fall 2017 semester credit hours are known at hire, representing a variable hour employee, then the percent of effort entered in IRIS should be 20.45% as of September 1, which is calculated as $130 \times 3 \text{ (Oct., Nov., Dec.)} = 390 / 1907 \times 100 = 20.45$. If all planned credit hours for the initial measurement period are known, then the percent of effort should be entered in IRIS as 61.35% as of September 1 to reflect the full planned working time.

If this new hire were to continue their employment once the initial measurement period ends on August 31 then they would have another calculation of effort performed as of October 31 based on hours worked since November 1 of the previous year. This second calculation represents the overlapping standard measurement period that must be adopted at the end of an initial measurement period to ensure continued monitoring of effort. The employee would then enter a new standard measurement period as of November 1.

Example 2

A new-hire adjunct faculty member began instructing at UTC in the Summer of 2017 with a hire date of May 1. She instructed 2 classes the first semester, which are 3 credits each (6 total credit hours). She then instructs the 3 classes for the Fall of 2017, which are 3 credits each (9 total credit hours), as well as 3 classes for the Spring of 2018, which are 3 credits each (9 total credit hours). You need to determine if she stayed below the 75% threshold during her initial measurement period. The calculation is as follows:

Calculating Percent of Effort – Initial Measurement Period (11 months)					
Credit Hours	Hours Worked		Semester	Month	Hours Worked
			Summer 2017	June	86.66
1	14.44		Summer 2017	July	86.66
2	28.89		Fall 2017	August	130
3	43.33		Fall 2017	September	130
4	57.78		Fall 2017	October	130
5	72.22		Fall 2017	November	130
6	86.66		Fall 2017	December	130
7	101.11		Spring 2018	January	130
8	115.55		Spring 2018	February	130
9	130.00		Spring 2018	March	130
10	144.44		Spring 2018	April (*END of initial measurement period)	130
11	158.89				
12	173.33				

Since this is a new employee, you will be calculating over 11 months, starting the month after the start of her measurement period. If May 1 is recorded as the hire date in the IRIS personnel system, then the measurement period will be June 1 – April 30. Based on the example above, the percent of effort calculation would be $86.66 \times 2 = 173.32$ plus $10 \times 9 = 1,170$ hours worked, totaling 1,343.32 hours worked. Hours worked/full-time hours (e.g., $1,343.32 / 1907 \times 100$) results in 70.44% of effort for the measurement period. Therefore, this adjunct does not meet the threshold to become benefits eligible during their initial measurement period.

When establishing the percent of effort at the time of hire, if only the Summer 2017 semester credit hours are known at hire, representing a variable hour employee, then the percent of effort entered in IRIS should be 10% as of September 1, which is calculated as 86.66×2 (June & July) = $173.32 / 1907 \times 100 = 9.08$ or 10%. If all planned credit hours for the initial measurement period are known, then the percent of effort should be entered in IRIS as 70.44% as of May 1 to reflect the full planned working time.

If this new hire were to continue their employment once the initial measurement period ends on April 30 then they would have another calculation of effort performed as of October 31 based on hours worked since November 1 of the previous year. This second calculation represents the overlapping standard measurement period that must be adopted at the end of an initial measurement period to ensure continued monitoring of effort. The employee would then enter a new standard measurement period as of November 1.

Example 3

An ongoing adjunct faculty member has instructed for several years, each in the Fall and Spring semesters, but he also instructed summer courses this year, so you need to determine if he becomes benefits eligible based on these additional credit hours taught. He instructed 4 courses total (3 classes=9 credit hours and 1 lab=1 credit hour) in the Fall of 2017, resulting in 10 hours total for this semester. He then instructed 3 classes in Spring 2018 (3 classes=9 credit hours) and will also be instructing one class (3 credit hours) in the Summer of 2018. Can he instruct his regular 3 classes (9 credit hours) and 1 lab (1 credit hour) in the Fall of 2018 and stay under 75% effort?

Calculating Percent of Effort – Standard Measurement Period (12 months)					
Credit Hours	Hours Worked		Semester	Month	Hours Worked
1	14.44		Fall 2017	November	144.44
2	28.89		Fall 2017	December	144.44
3	43.33		Spring 2018	January	130
4	57.78		Spring 2018	February	130
5	72.22		Spring 2018	March	130
6	86.66		Spring 2018	April	130
7	101.11		Spring 2018	May	130
8	115.55		Summer 2018	June	43.33
9	130.00		Summer 2018	July	43.33
10	144.44		Fall 2018	August	144.44
11	158.89		Fall 2018	September	144.44
12	173.33		Fall 2018	October (*END of Standard Measurement Period)	144.44

Since this is an ongoing employee, you will use all 12 months in the standard measurement period, beginning November 1, to calculate percent of effort. Based on the example above, the percent of effort calculation would be $130 \times 5 = 650$ plus $144.44 \times 5 = 722.20$ plus $43.33 \times 2 = 86.66$, totaling 1,458.86 hours worked. Hours worked/full-time hours (e.g., $1,458.86 / 2080 \times 100$) results in 70.14% of effort for the measurement period. Therefore, this adjunct does not meet the threshold to become benefits eligible during their standard measurement period.

Example 4

You have an ongoing adjunct faculty member that has worked for the department for several years. She instructed 4 classes Fall 2017 semester (4 classes=12 credit hours) and then instructs 3 classes in the Spring of 2018 (3 classes=9 credit hours), but she doesn't instruct in the Summer of 2018 (0 credit hours). You are planning on having her instruct 4 classes again in Fall 2018 (4 classes=12 credit hours), and need to determine if she stays below the 75% effort threshold during her standard measurement period. The calculation is as follows:

Calculating Percent of Effort – Standard Measurement Period (12 months)					
Credit Hours	Hours Worked		Semester	Month	Hours Worked
1	14.44		Fall 2017	November	173.33
2	28.89		Fall 2017	December	173.33
3	43.33		Spring 2018	January	130
4	57.78		Spring 2018	February	130
5	72.22		Spring 2018	March	130
6	86.66		Spring 2018	April	130
7	101.11		Spring 2018	May	130
8	115.55		Summer 2018	June	0
9	130.00		Summer 2018	July	0
10	144.44		Fall 2018	August	173.33
11	158.89		Fall 2018	September	173.33
12	173.33		Fall 2018	October (*END of Standard Measurement Period)	173.33

Since this is an ongoing employee, you will use all 12 months in the standard measurement period, beginning November 1, to calculate percent of effort. Based on the example above, the percent of effort calculation would be $173.33 \times 5 = 866.65$ plus $130 \times 5 = 650$, totaling 1,516.65 hours worked. Hours worked/full-time hours (e.g., $1,516.65 / 2080 \times 100$) results in 72.92% of effort for the measurement period. Therefore, this adjunct does not meet the threshold to become benefits eligible during their standard measurement period.

Example 5

You have an ongoing adjunct faculty member that has worked for the department for several years. She instructed 4 classes Fall 2017 semester (4 classes=12 credit hours) and then instructs 4 classes in the Spring of 2018 (4 classes=12 credit hours), but she doesn't instruct in the Summer of 2018 (0 credit hours). You are planning on having her instruct 4 classes again in Fall 2018 (4 classes=12 credit hours), and need to determine if she stays below the 75% effort threshold during her standard measurement period. The calculation is as follows:

Calculating Percent of Effort – Standard Measurement Period (12 months)					
Credit Hours	Hours Worked		Semester	Month	Hours Worked
1	14.44		Fall 2017	November	173.33
2	28.89		Fall 2017	December	173.33
3	43.33		Spring 2018	January	173.33
4	57.78		Spring 2018	February	173.33
5	72.22		Spring 2018	March	173.33
6	86.66		Spring 2018	April	173.33
7	101.11		Spring 2018	May	173.33
8	115.55		Summer 2018	June	0
9	130.00		Summer 2018	July	0
10	144.44		Fall 2018	August	173.33
11	158.89		Fall 2018	September	173.33
12	173.33		Fall 2018	October (*END of Standard Measurement Period)	173.33

Since this is an ongoing employee, you will use all 12 months in the standard measurement period, beginning November 1, to calculate percent of effort. Based on the example above, the percent of effort calculation would be 173.33×10 , totaling 1,733.30 hours worked. Hours worked/full-time hours (e.g., $1,733.30 / 2080 \times 100$) results in 83.33% of effort for the measurement period. Therefore, this adjunct does meet the threshold to become benefits eligible during their standard measurement period.

In the example above it has been determined as of November 1 that this employee is benefits eligible. The home department must take action by completing the following steps:

- Notify the appropriate Dean's Office of the benefits eligibility status
- Update the percent of effort in IRIS to 83.33 as of November 1. This will trigger benefits eligibility.
- Notify the Office of Human Resources' Director and Benefits Specialist of the change to percent of effort and benefits eligibility. They will distribute a notification letter to the employee to extend benefits coverage. The employee must either formally accept or deny the coverage.
- The Stability Period for the employee will be on the 1st of the month following the end of the measurement period date for a 12-month period. In this example the stability period would be December 1 – November 30.

Applied Music Instruction

Applied Music Contact Hours / FTE	
.5 Contact hour	2.7%
1 contact hour	5.5%
1.5 contact hours	8.3%
2 contact hours	11%
2.5 contact hours	13.8%
3 contact hours	16.6%
3.5 contact hours	19.4%
4 contact hours	22.2%
4.5 contact hours	25%
5 contact hours	27.7%
5.5 contact hours	30.5%
6 contact hours	33.3%
6.5 contact hours	36.1%
7 contact hours	38.8%
7.5 contact hours	41.6%
8 contact hours	44.4%
8.5 contact hours	47.2%
9 contact hours	50%
9.5 contact hours	52.7%
10 contact hours	55.5%
10.5 contact hours	58.3%
11 contact hours	61.1%
11.5 contact hours	63.8%
12 contact hours	66.6%
12.5 contact hours	69.4%
13 contact hours	72.2%
13.5 contact hours	75%
14 contact hours	77.7%
14.5 contact hours	80.5%
15 contact hours	83.3%
15.5 contact hours	86.1%
16 contact hours	88.8%
16.5 contact hours	91.6%
17 contact hours	94.4%
17.5 contact hours	97.2%
18 contact hours	100%

Per the National Association of Schools of Music (NASM), 18 **contact** hours is equal to a full-time load (100% FTE) for applied music instruction; as opposed to 12 **credit** hours for traditional lecture-based courses. Therefore, a separate calculation for contact hours for private studio instruction will be used. FTE is calculated by dividing total # of contact hours by 18.

For example, if an applied music instructor teaches 9 half-hour lessons that would equate to 4.5 contact hours or 25% FTE because 4.5 divided by 18 = 25%. 9 one-hour lessons would equate to 9 contact hours or 50% FTE because 9 divided by 18 = 50%. The Applied Music Contact Hours / FTE Chart may be used to assist in calculating FTE.

Example 6 – Applied Music Instruction

Dr. Miller is an ongoing classical music adjunct faculty member. He is scheduled to provide individual instruction in the Fall of 2019 for 12 students at one hour for each student per week, and 3 students at one-half hour each. He taught the same courses both Fall 2018, and Spring of 2019, but did not work in Summer 2019. You will need to determine if he stayed below the 75% threshold during this continuous measurement period by the end of the 2018-2019 measurement period.

12 one-hour lessons and 3 half-hour lessons per week would equal 13.5 contact hours per week. The FTE value would be 75% because 13.5 divided by 18 = 75% for 10 months of the 12-month measurement period. Therefore, 75% * (10 months worked/12 month measurement period) = 62.5% FTE for the 12-month measurement period. Therefore, this adjunct does not meet the threshold to become benefits eligible during their standard measurement period.

Example 7 – Applied Music Instruction Combined with Traditional Lecture Courses

Dr. Howell is an ongoing classical music adjunct faculty member. She is scheduled to teach two different types of courses in the Fall of 2019: a 3 credit hour 1010 lecture class, and also provides individual instruction for 10 students in Saxophone 1000 at one half-hour for each student per week. He taught the same courses both Fall 2018 and Spring of 2019, but did not work in Summer 2019. You will need to determine if he stayed below the 75% threshold during this continuous measurement period by the end of the 2018-2019 measurement period.

In this example, **two separate calculations should be used**: one calculation to determine FTE percentage for the 3 credit hour lecture class, and a separate calculation for the contact hours for private studio instruction. Using the previously defined Credit Hour Calculation table, the lecture course is calculated as follows: 3 credit hours = 43.33 hours*10 months = 433.3/2080 * 100 = 20.83% FTE.

For private studio instruction, if Dr. Howell provides ½ hour for each student for each week during the entire semester for 10 students, at one half-hour private studio instruction each (10 x 0.5 = 5 hours) divided by 18 equals = 28% FTE (5 hours/18 hours). 28% FTE for 10 months of the 12-month measurement period = .28 *

$(10 \text{ months}/12 \text{ months for a year}) * 100 = 23.33\% \text{ FTE.}$

The two separate FTE calculations must be combined to determine total FTE:

3 credit hour course (20.83% FTE) + applied music instruction (23.33% FTE) = 44.16% total FTE. This adjunct does not meet the threshold to become benefits eligible during their standard measurement period.