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Ann Arbor, Michigan

## MEMORANDUM

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**TO:** Concordia University Wisconsin Adjunct Instructors for MI & WI

**FROM:** Dr. William Cario, Senior Vice President of Academics  
Kimberly Masenthin, Director Human Resources

**DATE:** January 14, 2014

**SUBJECT:** Regarding Affordable Care Act

In accordance with the Affordable Care Act (ACA), beginning in 2014, larger employers will be required to track their employees' hours of work to determine their status as part-time or full-time. Full-time status as defined by the ACA is 30 hours of work per week. The ACA requires that larger employers provide health care coverage to their full-time employees, or pay substantial assessments to the IRS.

This major new employer compliance provision of the ACA will have an unfortunate, significant and deleterious impact on Concordia University and some of our part-time employees. We believe that the ACA will make the workloads of select current adjunct faculty fiscally unsustainable. As a result, we have made the difficult decision to limit adjunct faculty members' credit loads.

This is not a decision we have made lightly. We understand that this decision will impact some of our current adjuncts, which makes this decision all the more difficult. Adjunct faculty have been, and continue to be, an extremely important component of Concordia University's success and mission. However, because of the economic impact of the ACA on Concordia University, effective January 1, 2014, adjunct faculty will be limited to 21 teaching credits per calendar year (or 126 enrolled students). This determination is based on the proposed IRS rules that may change when final regulations are issued.

This new policy will bring adjunct faculty members' part-time status in line with the new rules of the ACA. We regret any hardship that this new policy may create for you. It has always been our intention to provide our adjunct faculty with as much opportunity to teach as their schedules and Concordia Universities' academic standards would allow. Unfortunately, like other academic institutions that employ large numbers of part-time employees, in particular, adjunct faculty, the economic impact on Concordia University has forced us to make this difficult decision.

If you have any questions regarding this new policy, please speak with Kimberly Masenthin, Director of Human Resources who may be reached by emailing [Kimberly.masenthin@cuw.edu](mailto:Kimberly.masenthin@cuw.edu) or by calling 262-243-4414. For your convenience we have also placed additional information on our Human Resources website ([www.cuw.edu/hr](http://www.cuw.edu/hr)) under the Affordable Care Act Information section (<https://www.cuw.edu/Departments/hr/aca.html>).

Please be assured that we will do our best to assist you in adapting to this change in policy and will provide any additional information and updates regarding the ACA and Adjuncts as it becomes available through the Human Resources website.