

GUIDELINES FOR FULL-TIME STAFF TEACHING ACADEMIC COURSES

A. Purpose

In some circumstances, qualified full-time staff may be employed to teach academic courses in addition to their primary position and responsibilities. The purpose of these guidelines is to provide structure and support for allowing qualified, full-time staff to be compensated for teaching academic courses. Teaching a course is not intended to substitute for a staff member's regularly scheduled hours. Teaching academic courses is intended to offer full-time staff the opportunity to develop their skills, practice their discipline or help fill a temporary departmental staffing need.

B. Staff Teaching Courses

Any full-time staff member interested in teaching an academic course must apply for the teaching position and meet all institutional, accreditation, and regulatory requirements applicable to adjunct faculty. Full-time staff teaching courses will be subject to all review processes expected of adjunct faculty.

It is recommended that qualified, full-time staff teach no more than three credit hours per semester and teaching arrangements must be preapproved as detailed below.

C. Supervisor Permission

The staff member's home unit should consider the current and future workload of the individual's primary assignment and the availability to add a teaching assignment. This consideration should include the current work performance as well as upcoming projects that could potentially create a hardship if adding a teaching assignment.

The academic department's Chair/Director, or their representative requesting the staff member teach a course, shall obtain written permission from the primary unit's supervisor prior to any arrangements being made. The request for written permission must be done each semester and should include an overview of the number of credit hours to be taught and the schedule in which the course will be offered. In addition, the scheduling of the course to be taught should not conflict with the regular business hours of the staff member's primary assignment.

D. Pay for Teaching Classes

1. Full-time staff will be contracted and paid at the same rate as adjunct faculty in addition to their regular staff salary.
2. Full-time administrators outside of the academic college are eligible to be paid at the regular adjunct faculty rate.