

GCCC Policy Add Template

**Category:** INSTRUCTION

**Division:** INSTRUCTION

**Department:** Click here to enter text.

**Policy Title:** PART-TIME TEACHING BY NON-FACULTY

**Policy Statement:**

Any non-faculty teaching assignments must be approved each semester by the employee's supervising administrator and division chair of the department they will be teaching in. Arrangements for staff work and flex hours should be a part of the conversation between the employee and the supervisor.

It is not the intent of this policy that hourly employees work more than a 40-hour work week.

Full-time employees (non-faculty) are limited to teaching six (6) credit hours per semester unless approved by their Vice President and the Vice President for Instructional Services. Part-time employees and adjunct employees are limited to teaching twelve (12) credit hours per semester.

Full-time, 12-month staff members hired as instructional staff are exempt from this policy.

**Procedures:** Click here to enter text.

**Contacts:** Director of Human Resources, Dean of Academics, Dean of Technical Education and Workforce Development, Vice President for Instructional Services

**Approved Date:** 7/1/2016

**Policy History:** 9/17/2013, 8/1/13, 7/1/16, 7/6/21

**Keywords:** part-time teaching, adjunct