

Category: Instruction

Policy Title: Part-Time Teaching by Non-Faculty

Policy Number:

*Policy Statement:* Any non-faculty teaching assignments must be approved each semester by the employee's immediate supervisor, the supervising Vice President, and the supervising administrator of the department they will be teaching in (e.g. Division Chair, Assistant Dean, Dean, and Director of Instructional Design and Canvas Administrator for a distance course). 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.

This policy is not intended to remove administrative right of assignment granted by the Negotiated Agreement to the Vice President for Instructional Services

*Procedures:* When a staff member has been selected to teach, and approval granted by the staff member's immediate supervisor, Vice President, and the academic department's supervisor, the Division Chair/Assistant Dean/Dean should send an email to the staff member's Vice President, the appropriate academic Dean, and the Vice President for Instructional Services. This email should record the semester, course, delivery mode, and number of credit hours.

Reviewed: 9/17/13

Reviewed: 7/1/16

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