

Title: #IV-11B. Use of Full-Time Staff or Administration for Instruction

Date: February 11, 2009 (Replaces version dated May 10, 2005)

Full-time exempt staff or administrators may, when the occasion demands, teach either credit or non-credit classes for the college. When such a situation develops, the following should be observed:

1. Staff or administrative personnel should not be used to supplant instruction by full-time faculty unless budget restrictions dictate or unless full-time faculty are already teaching full loads and are unavailable for additional assignments.
2. In all cases, the division chair; Dean of Workforce and Community Education; or other person responsible for identifying teaching personnel shall make certain that all appropriate supervisory personnel are aware of arrangements for use of staff or administrative persons and that all needed approvals are signed in advance. Copies of the approvals will be forwarded to the Executive Dean of Academic Affairs.
3. When teaching is included in the position description as part of the regular assigned duties of a staff member or administrator, and the class is taught during normal work hours, no extra compensation will be considered.
4. Full-time exempt staff or administrative personnel teaching classes may receive compensation at appropriate part-time faculty rates provided that (a) the classes are scheduled at times when they are not normally on duty, (b) they have approval to take annual leave during the time that they will be teaching classes, or (c) an alternative compensatory work schedule has been arranged with the appropriate supervisory personnel and approved by the President.
5. The total teaching commitment of a full-time staff or administrator shall, under no circumstances, exceed two classes or six credit hours per semester, whichever is greater.
6. In keeping with federal wage and hour laws, nonexempt staff will not be assigned to adjunct teaching responsibilities without review by the Director of Human Resources and approval by the President.