Staff Serving as Adjunct Faculty Policy

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Policy owner: Chief Human Resources Officer

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SECTION I. PURPOSE

St. Thomas staff members may be invited to teach courses in the university curriculum when they bring a particular expertise that serves programmatic needs and possess the proper credentials to serve as an adjunct faculty member. In addition to the benefits to the university, serving as adjunct faculty enhances the professional development of staff by providing them the opportunity to practice their discipline in a classroom setting. Adjunct teaching, however, is a secondary assignment for most staff and not intended to substitute for their regularly scheduled work assignments or hours.

SECTION II. SCOPE AND APPLICABILITY

This policy applies to staff who accept an instructional assignment that is not part of their normal job responsibilities.

SECTION III. GUIDELINES

A. Credentials for Staff Accepting Adjunct Teaching Assignments

Any staff member interested in adjunct teaching must possess the proper credentials and meet all institutional, accreditation, and regulatory requirements applied to other adjunct faculty.

B. Balancing Primary and Secondary Assignments

1. For salaried (exempt) staff:

Salaried (exempt) staff may teach a course in exchange for a reduced staff workload or for an additional stipend. If the adjunct teaching substitutes for other staff work, then no additional stipend will be paid. If a salaried staff member chooses the stipend, the staff member must submit an action plan to their supervisor detailing the steps that will be taken to ensure that the teaching duties do not negatively impact operations or the staff member's job performance. Several scenarios are possible.

a) The staff member may teach a course during evenings or weekends.

b) The staff member may agree to assign part of their vacation allotment to cover the time spent teaching a class. The proper conversion of vacation days to class time is six days for a standard 4-credit undergraduate/3-credit graduate class. This conversion is based on the premise that the staff member's compensation is only for time spent in class and that all class preparation and grading occur outside normal work hours.

c) The staff member and supervisor agree on a flexible work schedule by which the staff member performs part of their job responsibilities outside normal work hours.

Salaried (exempt) staff who teach as adjunct faculty and who receive a stipend shall be paid according to the regular schedule for adjunct faculty adopted in the hiring department or program.

A stipend is not provided for staff whose normal job responsibilities include teaching as part of their primary assignment and on which their salary is based.

2. **For hourly (non-exempt) staff:**

Non-exempt staff generally are ineligible to teach as adjunct faculty because of the overtime requirements of the Fair Labor Standards Act (FLSA). If it is necessary for a non-exempt staff member to teach as an adjunct faculty, an exception to this policy must first be obtained from Human Resources.

The overtime requirements of the FLSA require that adjunct teaching by hourly (non-exempt) staff be calculated on an hourly basis and paid as part of an hourly staff member's regular hours (if the regular staff workload is reduced); if the combined number of hours worked in both the employee's primary job and the secondary adjunct position exceed 40 hours in a week, overtime compensation must be paid on those excess hours. A standard 4-credit undergraduate/3-credit graduate class has an hours expectation range of 140-170 hours worked per class, with a median of 155 hours worked per class.

C. Approval of Supervisor

Written approval of the staff member's direct supervisor and the president's cabinet member with the most direct supervisory responsibility for the staff member is required prior to any agreement to teach a class; this assures that no conflicts between the staff member's primary and secondary job assignments exist, and that effectiveness in the primary assignment will not be jeopardized. Also required is the prior written approval of the appropriate department chair and dean of the college or school in which the staff member will be teaching.

D. Course Load Limitations

A staff member shall not teach more than four credits per academic term.

E. Review

The university will review this policy periodically to assure that it continues to meet institutional needs.