

# Staff Serving as Adjunct Faculty Policy

Policy number: 504

Policy owner: Executive Vice President and Provost

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## SECTION I. PURPOSE

Administrative and professional staff may be encouraged to teach courses in the university curriculum when programmatic needs exist that could not be met otherwise. 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 administrative and professional staff who accept an instructional assignment that is not part of their normal job responsibilities.

## SECTION III. GUIDELINES

### A. 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. Non-exempt staff generally are ineligible to teach as adjunct faculty because of the overtime requirements of the Fair Labor Standards Act (FLSA).

### B. Balancing Primary and Secondary Assignments

Administrative and professional staff may teach a course in exchange for a reduced staff work load or for an additional stipend. If the adjunct teaching substitutes for other staff work, then no additional stipend will be paid. If a 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.

1. The staff member may teach a course during evenings or weekends.
2. 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 two days of vacation for every credit hour taught (hence, eight days for a four-credit class or six days for a three-credit class). This conversion is based on the premise that the staff member's compensation is only for time spent in class provided all class preparation occurs outside normal work hours.

- 3.a 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.

**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 to assure no conflicts between the staff member's primary and secondary job assignments, 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. Stipend for Adjunct Teaching**

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 contract and base salary are based.

**E. Course Load Limitations**

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

**F. Review**

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