

## **STAFF SERVING AS ADJUNCT FACULTY**

### **POLICY STATEMENT**

Administrative and professional staff may be encouraged to teach 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.

### **PROCEDURES**

These procedures shall apply to administrative and professional staff who accept an instructional assignment that is not part of their normal job responsibilities.

#### **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.

#### **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, he or she must submit an action plan to his or her supervisor detailing the steps that will be taken to ensure that the teaching duties does not negatively impact operations or his or her job performance. Several scenarios are possible.

- (i) The staff member may teach a course during evenings or weekends.
- (ii) The staff member may agree to assign part of his or her 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. Hence, 8 days for a 4- hour credit class or 6 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.
- (iii) The staff member and supervisor agree on a flexible work schedule by which the staff member performs part of his or her job responsibilities outside normal work hours.

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### **C. Approval of Supervisor**

Written approval of the staff member's supervisor, appropriate Academic and Administrative Advisory Committee member, and Executive Vice President 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 his or her effectiveness in the primary assignment will not be jeopardized. Also required is the prior written approval of the appropriate department chair and dean.

### **D. Stipend for Adjunct Teaching**

Staff who teach as adjunct faculty shall be paid according to the regular schedule for adjuncts 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. Non-exempt staff generally are ineligible to teach as adjunct faculty because of the overtime requirements of the Fair Labor Standards Act (FLSA).

### **E. Course Load Limitations**

A staff member shall not teach more than one course per semester.

### **F. Review**

The University will review this policy periodically to assure that it continues to meet institutional needs. Changes to this policy are at the sole discretion of the Executive Vice President and Chief Academic Officer but in consultation with the Chief Administrative Officer when such changes involve Administrative Services staff and/or Administrative Services resources.