POLICY:

I. PURPOSE

To establish guidelines to manage the assignment of non-instructional employees to teach part-time during their regular work hours.

II. GUIDELINES

Following are the teaching guidelines for non-instructional employees:

1. A non-instructional employee who wishes to teach during regular work hours must obtain pre-approval from his/her immediate supervisor. The employee and supervisor will agree to and document an appropriate adjusted work schedule. The adjusted work schedule is maintained in the department’s files.

2. A non-instructional employee who wishes to teach MUST meet the appropriate qualifications to teach.

3. A non-instructional employee may be assigned to teach AFTER the assignment of courses to Full-Time Faculty within the department, Full-Time Faculty from other Colleges, and lecturers (according to the union board agreement).

4. A full-time non-instructional employee approved and assigned to teach credit courses may teach no more than one (1) course each semester. If approved to teach noncredit courses, the employee may teach no more than 6 to 8 hours per semester. Non-instructional employees must seek President and/or Provost approval to teach more than 8 hours per semester.
5. A **part-time** non-instructional employee approved and assigned to teach credit courses may teach no more than 12 contact hours per semester. If approved to teach noncredit courses, the employee may teach no more than 12 credit hours per semester. Pursuant to Board Rule, the total number of hours a part-time non-instructional employee may work for regular/adjusted work hours and course assignment may not exceed 34 hours in a workweek. Total work hours in excess of 34 hours may be assigned on a temporary, intermittent or sporadic basis with the prior written approval of the employee’s immediate supervisor.

6. A non-instructional employee assigned to teach may not conduct the necessary preparation time during their regular or adjusted work schedule hours. Preparation must be completed outside of work schedule hours.

7. A full-time non-instructional employee teaching classes after hours, on the weekends or online is subject to the same rules as any part-time instructor.

### III. CALCULATION OF PAY

A non-instructional employee assigned to teach shall be paid at the established rate approved by the Board of Trustees for non-union adjunct faculty.