

## *UNIVERSITY GUIDEBOOK*

**Subject: Teaching by Staff**

Developed by:	Janice A. Elias	Authorized by:	James J. Scanlon
Title:	Assistant Provost for Planning	Title:	Provost
Approved:	June 11, 1999		
Revised:	March 16, 2007		

**Policy:** On occasion it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties, and to pay employees for these additional services.

RESOLUTION NUMBERS: YR 1999 – 86; YR 2007 - 27

**Definition:** For purposes of this policy, a staff member is defined as any full-time employee who is not a member of the faculty bargaining unit.

**Parameters:**

- Assignment of staff member to teach shall be based solely upon the academic needs of the University and the appropriateness of the individual's academic credentials.
- Normally, staff members may not receive payment for any course taught during their regular workday.
- Staff members shall not receive payment for any course taught as part of their normal workload.
- A staff member may teach no more than one course per term, without the express written consent of that staff member's supervisor and the approval of the Provost/Vice President for Academic Affairs.
- Prior to the assignment, the staff member's supervisor shall certify in writing that any teaching assignment will not interfere with the staff member's regular responsibilities.

**Procedures**

1. A staff member having appropriate academic credentials may contact the appropriate academic chairperson to express a willingness to teach in that department.
2. If it is determined that the staff member has the appropriate credentials and that there are occasions when the teaching services of the staff member might be needed, the staff member submits a formal written request, including credentials, to the department chairperson.
3. The staff member's request and accompanying credentials will be forwarded to the faculty of the department for review and approval. Once approval is granted, the staff member becomes eligible to teach in the department.
4. A department chairperson wishing to have an eligible staff member teach a class will initiate the appropriate part-time teaching contract and secure the written approval of the staff member's supervisor.