**Staff Teaching Policy**

Full-time staff members are hired to support the college in a variety of critical and important ways. Sometimes staff members have qualifications that make them especially suited to also teach as adjuncts at the college. The staff member’s primary responsibility remains his/her full-time staff position at the college and the following rules cover any teaching responsibilities that they may undertake:

1. Maximum of four credit hours (usually one course), or one course (usually the equivalent of 4 credit hours) per semester/term, above any teaching that is part of his/her job description.
2. Any teaching beyond a staff member’s job description requires supervisor permission.
3. Unless specifically included in the job description, the teaching assignment should usually fall outside of regular working hours.
4. Any exception to rule #3 must be accompanied by a mutual agreement between the supervisor and the staff member. Teaching that occurs during regular working hours must be made up on a schedule that is agreed upon in advance by both parties.

Occasionally staff members are hired with the expectation that adjunct teaching is part of their job description. In that case, exceptions may be made to this policy, but supervisor permission is required and the primacy of the overall staff job description is paramount.

Part-time staff are exempt from the maximum credit hour rule (#1), but are still subject to all other requirements. All maximums with respect to adjunct load (i.e., number of courses/credits/semester) still apply.

**STAFF TEACHING AUTHORIZATION**

NAME: ___________________________________________________________

DEPARTMENT: ___________________________________________________________

STAFF POSITION: ___________________________________________________________

STAFF POSITION WORKING DAYS/HOURS: ___________________________________________________________

SEMESTER: ___________________________________________________________

SCHOOL: ___________________________________________________________

COURSE: ___________________________________________________________

CREDIT HOURS: ___________________________________________________________

COURSE DAYS/HOURS: ___________________________________________________________

STAFF SUPERVISOR NAME: ___________________________________________________________

DEAN NAME: ___________________________________________________________

__________________________________________  ________________
Staff Supervisor Signature/Date  Dean Signature/Date