

Guidelines for Administrative Employees Teaching Adjunct Courses

- Full-time administrative employees may be approved to teach up to 6 credits per semester as an adjunct.
- If the course is scheduled during regular working hours and is not part of the employee's regular work assignment the following is required:
 - The College has a need for the course to run and the academic administrator making the assignment is not able to find an adjunct instructor to teach the course.
 - Written approval must be received from the employee's supervisor prior to the course being assigned. Approval is required each semester that the employee is asked to teach.
 - Employees are expected to work with their supervisor to adjust their workday accordingly to make up for scheduled time spent in the classroom.
- If the class is online or scheduled outside of the employee's regular working hours or work assignment, supervisor approval is not required. However, the course load should not interfere with the employee's ability to effectively perform their full-time duties.
- Employees will be compensated at the current rate of pay for adjunct instructors if the course is not part of their regular work assignment.
- Part time employees must also receive approval from Human Resources as there may be other considerations.
- The Administration, at its discretion, may require an employee to perform a teaching assignment as part of their regular job duties. In these cases, the employee will receive no extra compensation as such time is considered part of current duties. Time spent on teaching assignments is not required to be made up.
- An adjunct faculty appointment is at-will employment and may be terminated or non-renewed at the sole discretion of the academic office that extends the appointment.