

## **Title: Full-time Staff Teaching Policy**

### **Reference:**

- Initial Action: June 28, 2018
- Board Resolution: 18-028
- Last Revised
  - Policy:
  - Procedure:
- Last Reviewed: November 11, 2021
- Effective: November 11, 2021
- Next Review: November 2024
  
- Responsibility: Human Resources

## **FULL TIME STAFF TEACHING POLICY**

**Policy:** Individuals regularly employed at the College in an exempt non-faculty position are permitted to work as adjunct faculty to teach a maximum of six (6) credits per semester, inclusive of classroom, hybrid and online courses.

**Procedures:** Courses will be taught outside of the employee's established work hours regular business hours, defined as 8:00 a.m. – 4:30 p.m., Monday - Friday. Exceptions to teaching courses during regular business hours may be made at the College's discretion, with the approval of the Division Vice President and Academic Programs Vice President. If an exception is made, an alternate work schedule will be arranged with the employee and the employee's manager, subject to approval by the division Vice President, to ensure the employee is meeting required weekly workday hours of 37.5 in their regularly employed position.

Under special circumstances, when it may be necessary for an employee to teach during the traditional workday, the employee will work with their divisional Vice-President to ensure primary position responsibilities are met. Any compensation for the Adjunct teaching role will be reflected by an Adjunct Faculty contract. However, these arrangements are only made with express permission from the Division and Academic Programs Vice Presidents.

Individuals regularly employed at the College in non-exempt positions are not eligible to teach courses at the College.