

Academic Professional Teaching Policy

APPLIES TO:	All full-time academic professionals in the Mary Lou Fulton Teachers College (Excludes AP's hired on grants and where teaching is primary responsibility).
PURPOSE:	To codify the practices used for determining the teaching load for Academic Professionals (AP) and when compensation for teaching courses is appropriate, the approval steps necessary for compensation, and the compensation to be provided for such assignments.
DEFINITIONS:	Academic professionals include employees designated by the Notice of Appointment as "professional." Academic professionals, including librarians and researchers, are non-classified employees who are involved with research, academic support, and/or teaching programs, have advanced degrees and/or specialized training, require academic freedom, and report to a person below the level of vice president. A complete list of titles can be found on ACD505-03 .
POLICY STATEMENT:	Academic Professionals shall teach one course per academic year as part of their assigned job responsibilities. The Dean must approve exceptions to this policy. The supervisor and the Dean must approve all additional course requests.
PROCEDURE:	<ol style="list-style-type: none"> 1. AP faculty will be assigned one course per academic year from the appropriate Division Director. 2. To obtain any exception to this policy, the AP's supervisor must submit a request to the Dean, providing the rationale for the request. 3. Approval to teach additional courses: AP Staff Teaching Approval form must be completed and submitted to the Dean.
COMPENSATION:	If paid compensation will be paid consistent with the part-time FA/AA pay standards.