

Staff Teaching Policy

APPLIES TO:	All staff members in the Mary Lou Fulton Teachers College
PURPOSE:	To codify the practices used for determining when staff teaching and the compensation for teaching is appropriate, the approval steps necessary for compensation, and the compensation to be provided for such assignments.
DEFINITIONS:	Exempt staff, teaching an academic course that will generate student credit hours or teaching a special interest course that is offered without academic credit.
POLICY STATEMENT (SPP 404-02):	Exempt staff must obtain prior written approval from the appropriate administrative official before performing supplemental work for another department. Supplemental pay will be provided to an employee who performs work for a different department or performs different duties. Supplemental work includes tasks requiring an employee's specific expertise or teaching academic or special interest courses. The percentage of supplemental activities shall not exceed 20 percent of the regular (primary) position within a fiscal year. This can be increased to 40% if a staff member teaches 3 credit-hours during a summer or 7.5 week session within a fiscal year.
PROCEDURE:	Approval to teach courses: Staff Teaching Approval form must be completed and submitted to the Dean before staffing or accepting teaching position.
COMPENSATION:	Compensation is paid consistent with the part-time FA/AA pay standards.