

SPCS Policy on Staff Teaching

All staff members must notify their immediate supervisor and the dean before agreeing to teach a course. This applies to credit or non-credit courses and whether or not the course occurs at night. Any adjunct teaching is subject to the normal limits imposed on all adjunct faculty. Specific guidelines follow.

Staff may teach outside normal business hours as “overload” and may receive additional compensation for their efforts. Any work missed because of this obligation must be made up by agreement with the supervisor.

By prior agreement with the supervisor and notification of the dean, staff with faculty status may teach during the day as part of load. No compensation will be offered and the employee needs to work with the supervisor to ensure that necessary duties are completed.

Staff without faculty status are discouraged from teaching during their normal business day and must receive prior permission from both their supervisor and the dean before accepting a daytime teaching contract

NOTE: Overload teaching will normally not exceed one 3 hour credit-bearing course per term (3 credit-bearing courses per year). Non-credit limits are at the discretion of the supervisor.

Staff Request to Teach

Name: _____

Semester: _____

Course Title: _____

Course Meeting Days/Time: _____

Expectations:

Employee's Signature

Date

Supervisor's Signature

Date

Dean's Signature

Date