

3357:13-16-59 Teaching Opportunities for Staff

- A. Staff employees shall normally not be permitted to teach classes or engage in other compensated activities during their regular work hours. However, a staff employee may teach a class during their normal work schedule if there are necessary and challenging circumstances which require such a teaching assignment. A request including the necessity/rationale to teach the class must be in writing and signed by the staff member's immediate supervisor and appropriate Vice President, no later than two (2) weeks prior to the start of the term. The request will be reviewed by the President's Staff for final approval. There will be no additional pay for the staff member.
- B. Staff employees may teach outside of their normal work responsibilities but must first and foremost fulfill their everyday work responsibilities and schedule. Staff cannot use their teaching responsibilities as a reason for not meeting their normal job duties. With approval of their supervisor, appropriate Vice President and Chief Academic Officer, qualified, exempt staff may be permitted to teach in their field of expertise outside of regular work hours. Classes include in-person and online. Staff will receive additional compensation for teaching in addition to their regular pay, but such compensation will be in line with the normal part-time instructor pay.
- C. Online instructional activities, conference hours, class preparation and other ancillary activities, shall not be performed during regularly scheduled work hours.
- D. Approval must be obtained for each individual course section taught. Approval of arrangements for teaching in one academic term does not guarantee ongoing approval of the same or similar arrangements.
- E. Staff employees may teach no more than two (2) courses per semester. Exceptions are at the sole discretion of the supervisor, appropriate Vice President and Chief Academic Officer.
- F. When a staff employee is absent from their staff position due to sickness they shall be docked their adjunct pay if scheduled to teach on the day of absence. Sick, vacation and/or personal time may not be used to cover missed teaching time. Employees absent from work due to illness are responsible for notifying their supervisor and division Assistant Dean with as much advanced notice as possible.
- G. Exceptions may be made/authorized by the President of North Central State College with review by the Chairman of the Board of Trustees

Effective: March 25, 2024

Next Review: March 1, 2029

Review dates: 1/21/03, 3/27/19, 3/25/24