Administrative/Support Personnel Class Instruction

Administrative and support staff (non-faculty) employees are encouraged to instruct a class under the following conditions.

1. They must meet institutional qualifications;

2. They can only instruct outside their normal supervisor-approved work schedule, unless limited classroom instruction is listed as part of the employee’s job description;

3. They must have approval of immediate supervisor(s) and president;

4. They will instruct no more than the equivalent of nine credit hours per semester;

5. They will be paid at the institutional rate for overload pay, if the instruction falls outside their normal duties and/or is outside their normal work day, and all applicable terms and conditions relating to the issuance of supplemental contracts will be observed;

6. Any deviation from the above conditions must be approved by the supervisor(s) and the president and the board of trustees will be notified.

Adopted: 8/9/01
Revised: 9/08