



ADMINISTRATIVE PERSONNEL TEACHING/WORK SCHEDULE

Full-time staff are eligible for extra compensation for classroom instruction. In all teaching assignments, preference will be given to the full-time teaching faculty in the department over administrators. All arrangements for teaching (including hours to be taught) must be approved in advance of each semester or session in which teaching is to occur by the area vice president to whom the individual reports. In no instance will an administrator be approved to teach more than one course per semester. If an administrator is approved to teach a class during normal working hours, the administrator must submit, in writing, to his/her department head, area vice president and the Vice President for Human Resources specifically how he/she will make up the time spent teaching. The administrator must do all work related to the course he/she is teaching on his/her own time which includes, but is not limited to: curriculum development, responding to or receiving student e-mails, meeting with students, grading, etc.