



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.5170

DIVISION: Academic Affairs

TITLE: Full-time Staff Teaching Assignments

DATE: December, 2013

Authorized by: A. Gordon Emslie, Provost and VPAA

### **I. Purpose and Scope**

This policy is designed to ensure a consistent approach to the assignment of and compensation for teaching assignments for full-time staff. The policy does not apply to full-time staff or administrators who hold faculty status (i.e., academic rank), as their teaching assignments are typically considered part of the responsibilities of their full-time position. The policy does not apply to teaching assignments for independent learning courses.

### **II. Policy**

#### **A. Full-time staff who teach courses for WKU:**

1. Must meet the part-time and temporary faculty qualifications requirements outlined in Academic Affairs policy 1.1120.
2. May teach a maximum of six (6) credit hours (Fall, Spring, Summer). Teaching during the winter term is not permitted.
3. May be engaged in no more than five (5) hours per week in teaching related activities during the university's normal work hours. Online courses are considered "outside of the normal work hours, unless they are required synchronous class meetings during the work day. If more than two such required meetings, the course(s) would count as during the workday.
4. Must receive prior written approval from their immediate full-time supervisor if course meeting times or course activities will occur during normal work hours, including those associated with online courses.

5. Must not be enrolled in courses during work hours if they are also teaching during normal work hours in the same semester.

B. Full-time staff may take as many WKU courses as they desire, but each credit hour taken Reduces the number of credit hours they may teach concurrently

Examples:

1. A staff member taking a 3-hour course as a student may teach a maximum of  $6 - 3 = 3$  hours during the semester in question.
2. A staff member taking 6 or more hours of courses as a student may not engage in teaching during the semester in question.

C. Full-time staff may not receive extra compensation for teaching performed during their normal work schedule unless leave time is taken or their work schedule has been rearranged with their immediate supervisor's approval.

### **III. Procedure**

A. If the teaching will occur during the university's normal work hours, the e-signature Special Instructional Assignments (SIA) form will be used to incorporate the immediate supervisor's approval into the teaching assignment approval process. In such cases, after the employee has received the electronic SIA form from the academic department, the employee will electronically sign and submit the form to his or her immediate supervisor for approval. Prior to supervisor approval, the employee and supervisor will determine a mutually agreeable means for making up the work time missed during teaching (e.g., taking leave or rearranging the employee's work schedule). The supervisor will then sign the SIA and forward it to the academic department.

### **IV. Related Policies**

1.1120 Part-Time and Temporary Faculty Qualifications