



POLICY STATEMENT 3 TEACHING ASSIGNMENTS FOR NON-FACULTY PERSONNEL

POLICY DIGEST

Monitoring Unit: Office of Academic Affairs
Initially Issued: August 22, 1977

I. PURPOSE

To define circumstances under which non-faculty employees of the University may teach courses for credit.

II. DEFINITIONS

Non-faculty employees of the University are all those employees who are not specifically named to the faculty ranks of Instructor or above or equivalent as defined in the By-Laws and Regulations of the Board of Supervisors.

III. GENERAL POLICY

Teaching assignments for University employees who do not hold faculty appointments will be approved only for persons who can qualify for appointment as part-time Instructor or above. The teaching appointment should be effected by adding the following to the employee's current job title:

"and _____ - part-time (%) in" (show appropriate rank)

Additional compensation may be appropriate if the teaching assignment falls outside the employee's regular hours of work. Otherwise the appointment shall be without additional compensation and cross-budgeted with the academic department involved. A teaching assignment falling within the employee's regular work hours must, of course, be approved by appropriate supervisors. An employee who teaches in addition to performing their regular duties may teach no more than one class per semester.

Teaching assignments of non-faculty personnel will be made for one semester at a time, unless there is evidence that a longer appointment is clearly to the advantage of the University. In any case, a termination date will always be specified, and remarks will show that beginning and ending dates apply only to the part-time status. The Per-3 form should also carry the remark, "This instructional service is of limited term and does not lead to tenure."

IV. SOURCE

Memorandum from the Office of Academic Affairs, January 24, 1975, on the subject of Teaching Assignments for Non-Faculty Personnel