

Policy No. 611

Area: Human Resources

Adopted: February 7, 2003

Revisions Adopted: June 9, 2016

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

SUBJECT: Allowing Administrative and Professional Non-Bargaining Staff to Adjunct Teaching

Administrative and professional unclassified staff may teach a university credit course offering for extra compensation, provided they receive prior written approval from their immediate supervisor or vice president.

A full-time employee is eligible to assume a teaching appointment for one three-credit-hour course per quarter in the regular academic year including the summer. The teaching appointment will normally be at a time other than during the regular work schedule of the employee, and the compensation will be the same amount offered for other temporary faculty appointments.

[Note: This policy does not pertain to supplemental assignments. Please see Policy No. 612 on that subject.]