5.4 – Policy on Staff Teaching Courses

**Purpose**

With this document Wesley College (“Wesley” or the “College”) seeks to establish a policy on staff teaching courses. The purpose of this policy is to outline the College’s position regarding additional employment for staff teaching courses. Teaching courses refers to any paid employment within the College where the primary focus is teaching undergraduate or graduate classes outside the employee's normal responsibilities in his/her position.

**Applicability**

All full time employees. Non-exempt employees are not eligible to teach courses.

**Policy Statement**

Staff shall not teach more than three credits per academic term and such class(es) shall not conflict with their regular work hours. Time away from an individual's regular administrative or professional work assignment to teach should not disrupt or adversely affect his/her departmental responsibilities as determined by the department manager with the concurrence of the cabinet member. Conference hours, class preparation and other ancillary activities, and online instructional activities cannot be performed during the individual’s regularly scheduled work hours that relate to his/her primary position at the College. Any work hours missed due to presence in the classroom must be made up. The entire arrangement, is subject to the prior approval of the cabinet member and exceptions to this policy are subject to the approval of the Provost. Approval must be obtained for each individual course section taught. Approval of arrangements for teaching in one academic term does not guarantee ongoing approval of the same or similar arrangements each academic term.

Class meeting times should be outside the normal working hours of the primary position. If class meeting times occur during the normal work schedule of the primary position, with prior approval, the employee may: (1) use annual leave; or (2) work flexible hours to make up the time.

**Compensation**

Qualified staff members who teach a course outside of their regular work hours are entitled to receive appropriate compensation as established by the Office of Academic Affairs and shall be treated as an adjunct faculty member.