

SUBJECT:	Staff and Teaching Assignments
DATE:	August 2018
PURPOSE:	This Operating Policy/Procedure sets forth College of Human Sciences policies regarding staff members teaching in addition to their staff responsibilities. Related OP: 32.07
REVIEW:	This OP will be reviewed by the Associate Dean for Finance and Operations when changes to the policy occur.

POLICY

At various times there are requests for individuals who are appointed as full-time staff to teach courses on TTU campus. Many of our staff have graduate degrees and expertise in areas that would make them candidates to teach courses and work with students. In some cases they are a convenient way to find an instructor for a class where there is a temporary shortage of a regular faculty member or a GTPI that could fill this role.

However, there are concerns with the impacts the practice may have on staff, faculty, and students. In particular, when staff are paid an overload or additional compensation for teaching, this may mean the staff person is unable to be consistently present and can be distracted from his/her main role. In these situations, quality of services provided may suffer and expenses for a department may increase as a result. In addition, the individual may not have sufficient time to devote to teaching because of the needs of the main role. Class quality can suffer.

There are several situations where staff teaching could impact the College of Human Sciences. Below is a list of the most common situations with recommended courses of action by departments.

1. Staff members from outside the College of Human Sciences who are teaching a COHS course

In this situation as long as the staff person has approval from their supervisor and is complying with TTU policies then this is acceptable and no additional action is required.

2. Staff from within COHS teaching courses in another College

In these situations if the staff person is teaching outside normal 8-5 office hours then upon approval from the supervisor, this would be permitted. If however, the class is being taught during regular work hours, it would not be permitted unless the other College “buys out” part of that staff person’s time from the department and only after the staff person has received permission from their supervisor.

3. Staff within COHS teaching courses within COHS

In situations where a staff member is suddenly needed to teach a course and there is no immediate alternative and with approval from the Associate Dean of Administration, a one-time approval will be granted to allow overload payment/additional compensation. This should only occur for one semester, and after that time:

- a. A new instructor is found to replace the staff member;
- b. The role of teaching the class is incorporated into that staff person's job description; or
- c. The department where the course being taught "buys out" that staff person's time.

Overload/additional compensation would be considered as outside employment so [OP 32.07](#) concerning other employment would be followed.

Options for Staff Teaching

Overload payments/additional compensation should not be paid for COHS staff who are teaching. Instead there are two options if the staff person and his/her supervisor wish them to teach.

1. The assignment become part of the person's role in their job. It would be a .0 FTE Instructor appointment as secondary position via an ePAF for the time frame that they will be teaching.
2. They be "bought out" by the department that needs their teaching services (generally at a rate of .25 for a three-hour class). This buy out would be as a secondary job via an ePAF for the time they will be teaching. Please note, this does impact longevity pay. Based on advice from Human Resources, additional pay could be added to the instructor appointment to make up for the loss of longevity pay (increase the instructor pay to pay 100% of the longevity as the staff FTE portion remaining will not partial pay longevity).

DOCUMENTS INCLUDED

[OP 32.07 Other Employment, Faculty Consulting, and Public Offices](#)