1. **Policy Purpose Statement**

While their primary responsibilities are to conduct the job for which they were hired, a Kennesaw State University (KSU) staff employee may be eligible to serve as Instructor of Record for a credit-bearing course for the University.

2. **Background**

This policy establishes guidelines to allow a University staff member to serve as Instructor of Record for a credit-bearing course.

3. **Scope (Who is Affected)**

This policy applies to all full-time, benefits-eligible staff members.

4. **Exclusions or Exceptions**

Part-time and temporary employees are excluded from this policy. Staff members who have teaching listed in the key responsibilities section of the job description are not eligible for additional compensation under this policy. This policy does not apply to the teaching of non-credit bearing courses or workshops.

5. **Definitions and Acronyms**

   - **Full Time:** A standard 40-hour per week work commitment.

   - **Non-Exempt Employee:** A staff member who is subject to overtime/compensatory time regulations as outlined under the Fair Labor Standards Act. Non-exempt employees must report all work hours each biweekly pay period to determine timely calculations of any hours subject to the time and a half pay requirements.

   - **Exempt Employee:** A staff member who is not subject to the FLSA minimum wage, overtime requirements of the law. Exemptions from the law are narrowly defined and the employer must prove that the exemption rules apply. Reference U.S. Department of Labor Fact Sheet 17.
Regular Work Hours: Normally assigned schedule of when work is expected to begin, end, and incorporate break/lunch times. Except in rare and specific circumstances, the regular work hours should be in support of the departmental hours and business functions. Regular work hours should be established by the employee’s supervisor and revalidated with the employee at the beginning of each semester in which they are requesting permission to teach.

6. Policy

While their primary responsibilities are those for which they were hired, a staff member may serve as Instructor of Record with the advance approval of their supervisor, Academic Affairs, and Human Resources, provided they meet University requirements for teaching.

A staff member may teach up to four (4) credit hours per academic semester, which allows for a maximum of one (1) class and an associated lab where appropriate. Courses must be taught outside of the staff member’s regular work hours. Exceptions to this will be made with the approval of their supervisor, Academic Affairs, and Human Resources. Approval will only be given to teach during an employee’s regular working hours if the class regularly has a wait list and there are no limited-term or part-time faculty member available to teach the course at that time.

All details related to the teaching appointment should be agreed upon and approved by the appropriate parties prior to the start of the semester using the Staff Teaching Request Form. Supervisors should approve a teaching assignment for their employee only if they believe the teaching responsibilities will not negatively affect the employee’s ability to fulfill the primary responsibilities for which the employee was hired, the employee’s performance is rated at “successful” or better, and there are no disciplinary actions for the employee within the prior 12 months.

The staff employee receiving a concurrent, temporary faculty appointment for the purposes of teaching courses for academic credit is not granted the same rights as academic faculty and are governed by the underlying terms and conditions of their staff employment at the University.

The employee’s appointment as academic faculty will usually be for no more than one academic year and may be renewed annually at the discretion of the department chair. The ability to accept a teaching assignment must be approved each semester by the employee’s supervisor and Human Resources. Notice of non-renewal is not required. This faculty appointment is a temporary appointment that may be terminated automatically in the event the employee’s primary employment with the University ends. If an academic department wants to retain an exiting staff member to teach part-time after separation, proper approvals must be obtained through Academic Affairs and Human Resources.

Non-Exempt (Biweekly) employees may teach only if the teaching activities, including preparation and grading, can be included within the employee’s 40-hour work week, unless the dean of the college in which the staff member will be teaching approves overtime compensation at a rate of 150% of the employee’s normal rate of pay for any hours worked over 40 hours each week per pay period.

Exempt employees will be compensated at the current part-time faculty rate based on discipline and credentials.

7. Associated Policies/Regulations
8. Procedures Associated with this Policy

Exempt staff members will be paid the same as other part-time faculty. Staff will be paid at the end of each month of the semester in which they are teaching (five, equal payments in fall and spring; two potential payments during summer, depending on the teaching assignment).

Request for staff teaching payments must follow the appropriate procedures. Failure to do so will result in the employee receiving a delayed payment as off-cycle or on-demand checks will not be requested for supplemental pay outside of primary job duties.

9. Forms Associated with this Policy

Staff Teaching Request Form

10. Violations

Staff who do not abide by the provisions in this policy will not be approved to teach in future semesters.

11. Review Schedule

Human Resources will review the Staff Teaching Policy annually, in consultation with Academic Affairs.