

## Non-Faculty Teaching Assignments

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

Revision Date: 24 January 2014

Errors or changes to: [aim@uta.edu](mailto:aim@uta.edu)

### I. Teaching During Regular Working Hours

Non-faculty employees are prohibited from teaching classes during regular working hours (8:00 a.m. to 5:00 p.m.) if the additional assignment causes employment to be in excess of forty hours per week. An employee may teach a class during regular working hours if approval is received from the employee's primary department and no additional remuneration is received for the teaching assignment.

### II. Teaching After Regular Working Hours

Non-faculty employees may accept teaching assignments after regular working hours as long as the conditions are met under *Staff Outside Employment* ([HOP ADM 5-505](#)).

#### Related Policies:

- *Staff Outside Employment* ([HOP ADM 5-505](#))