

Teaching Duties and Related Compensation for Full Time Administrators or Non-Faculty Employees

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

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Errors or changes to: aim@uta.edu

I. **General Policy**

A full time administrator or a non-faculty employee may teach during the employee's working hours or before/after normal working hours. However, the criteria in Paragraphs 2 through 6 must be followed.

II.

If the teaching assignment is expected to occur with regularity, an adjustment to current workload with a split appointment at separate academic and administrative rates will avoid any complications involved in defining full time employment. A consulting contract may not be used for this purpose.

III.

Approval for additional or overload employment for extra pay may be acceptable on a one-time basis. An approval may be obtained for additional pay for an employee to teach. Under rare circumstances, a full time administrator or non-faculty employee may teach as an accommodation to the University in a subject area where the employee has a particular expertise and the full time employment responsibilities in the primary position are well defined and not negatively impacted by the teaching duties.

IV.

Appointments of this type must be fashioned in a manner that does not present difficulties for the full time non-faculty employee related to appropriate prioritization of job responsibilities and time demands or present a potential conflict of interest to an individual crossing departmental lines or serving in both supervised and supervisory roles.

V.

Administrative staff who have qualifications for a regular faculty appointment are encouraged, occasionally, to be involved in formal class instruction and related academic activities. If a tenured appointment is involved, an appropriate academic rate will be established at the time of approval of the tenured appointment. If such involvement is handled other than as a bona fide split appointment, it should normally be on an uncompensated basis and usually not involve more than one course per year. Appropriate credit and recognition to the administrator contributing thusly may be given by reflecting an academic appointment (adjunct or tenure track as appropriate) at no (\$0) pay.

VI.

It is permissible to pay faculty or qualified administrative staff for additional work performed for teaching an extension or correspondence course, pursuant to an approved institutional rate structure and assuming no conflict with normal administrative responsibilities.