

Adjunct Faculty Teaching by WVNCC Administrators and Classified Staff

Administrative Procedure

Effective Date: Fall 2010

WV Northern Community College recognizes that some administrators and classified staff members may be qualified for adjunct faculty teaching. This administrative procedure provides direction to administrators and classified staff members who may wish to perform adjunct teaching assignments.

Qualified exempt administrators and exempt classified staff members who chose to teach as an adjunct faculty member may do so during non working hours with approval from his or her supervisor that it does not conflict with his or her normal work hours and the operations of the department using the proper approval form.

Although the College recognizes that some non-exempt employees may also qualify for adjunct faculty teaching we cannot permit non-exempt employees to have dual employment with the College. According to the Fair Labor Standards Act, "Employees that perform non-exempt work as his or her primary duty, he or she will be considered non-exempt and must be paid overtime for all hours worked over 40 in a week". Compensation for adjunct teaching would therefore not be in alignment with the College adjunct faculty salary schedule, which represents equitable compensation. Therefore the only teaching permitted by a non-exempt employee is teaching that is part of his or her normal job responsibilities.

As a general rule, WV Northern Community College exempt administrators and exempt classified staff employees may not teach classes during his or her normally scheduled working hours. On a rare occasion, the College may approve exceptions to this administrative procedure for exempt employees. When this circumstance arises, the division chair of the department responsible for the course must submit an Administrator/Classified Staff Adjunct Faculty Assignment Approval Form to the Vice President of Academic Affairs for approval for the staff member to teach during his or her regularly scheduled work hours. The division chair's request must include the extenuating circumstances that make it impossible to fill the position with another qualified individual.

The Vice President of Academic Affairs will work with the supervisor and the Human Resource Director to determine the operational impact the absence from his or her full-time position will have. The Vice President of Academic Affairs will provide his or her final decision to the division chair through the Administrator/Classified Staff Adjunct Faculty Assignment Approval Form.

Administrators and classified staff members must complete all preparation, grading, advising, e-mail responses and other work associated with the class outside regularly scheduled work hours.

Administrators and staff members are permitted to teach up to six (6) credit hours per semester. Staff members may not leave early from regularly scheduled work to accommodate adjunct faculty teaching preparation or instruction.

In the event that an administrator or staff member does teach during his or her regularly scheduled work hours, his or her compensation will be determined as follows:

- (1) If hours missed to teach the course is documented and made up within each week administrator or staff member will receive compensation at the current adjunct faculty rate.
- (2) If hours missed to teach the course is charged to annual leave and approved administrator or staff member will receive compensation at the current adjunct faculty rate.
- (3) If hours missed to teach the course is charged to approved earned comp time administrator or staff member will receive compensation at the current adjunct faculty rate.
- (4) If hours are not made up nor is annual leave or comp time charged administrator or staff member will not receive additional compensation.

Note: This administrative procedure does not apply to administrators and classified staff employees that are required to teach specific courses as part of his or her normal job responsibilities with no additional compensation or to administrators maintaining faculty rank status.



President

June 10, 2010

Date