

POLICY

Credit Teaching Assignments

Non-academic college employees who have been approved by the Board of Trustees to be a Lecturer will be eligible to teach credit courses in the academic discipline for which approval is given. Lecturers will not accept a teaching assignment that infringes or overlaps their regular work schedule. A lecturer's regular work schedule will not be changed to allow for the acceptance of an otherwise conflicting teaching assignment.

The teaching load for lecturers will not exceed six credits in each of the fall and spring semesters or any combination of summer sessions. If Quick Term teaching assignments are accepted they shall be considered as being part of the fall or spring semesters.

Non-credit Continuing Education Teaching Assignments

Non-academic college employees who have been approved by the Board of Trustees to be Continuing Education Instructors will be eligible to teach courses approved by the Director of Continuing Education. Non-academic college employees will not accept a teaching assignment that infringes or overlaps their regular work schedule. An instructor's regular work schedules will not be changed to allow for the acceptance of an otherwise conflicting teaching assignment. The teaching load for non-academic employees approved as Continuing Education Instructors shall not exceed six class hours per week. Exceptions can be made, with the appropriate vice president's approval, for employees who request more than 6 hours per week of non-credit teaching assignments during previously approved vacation time.

Joint Credit and Non-credit Teaching Assignments

Non-academic college employees may not concurrently teach the maximums for both credit and continuing education courses. Employees wishing to accept both credit and continuing education assignments must have their tentative schedule reviewed and approved by their Vice President.

Instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.

ADOPTED: February 26, 2007