



## POLICY & PROCEDURE DOCUMENT

NUMBER: 1.5174~~2~~

DIVISION: Academic Affairs

TITLE: Staff Teaching Assignments

DATE: January 27, 2014

REVISED: September 14, 2020, November 8, 2021

Authorized by: Robert Fische, Cheryl Stevens, Provost and Vice President for Academic Affairs

### I. Purpose and Scope

This policy is designed to ensure a consistent approach to the assignment of and compensation for teaching assignments for staff. The policy does not apply to full-time staff or administrators who hold faculty status (i.e., academic rank), as their teaching assignments are typically considered part of the responsibilities of their position. The policy does not apply to teaching assignments for independent learning courses.

### II. Policy

A. Conditions for staff who teach courses for WKU are as follows:

1. Must be classified as staff exempt and meet the part-time and temporary faculty qualifications requirements outlined in Academic Affairs policy 1.112V.
2. May teach a maximum of six (6) credit hours in a term (Fall, Spring, Summer). Teaching during the winter session term is not permitted, except under unusual circumstances and with the approval of the Provost and the vice president of the division in which the staff member is employed.
3. May be engaged in no more than five (5) hours per week in teaching-related activities during the university's normal work hours. Online courses are considered "outside of the normal work hours," unless they require synchronous class meetings during the workday. If more than two such meetings are required, the course(s) would count as "during the workday."

4. Must receive prior written approval from their immediate supervisor if course meeting times or course activities will occur during normal work hours, including those associated with online courses.
  5. Must not be enrolled in courses during work hours if they are also teaching during normal work hours in the same semester.
- B. Staff may enroll in as many WKU courses as they desire, but each credit hour taken reduces the number of credit hours they may teach concurrently.

Examples:

1. A staff member taking a 3-hour course as a student may teach a maximum of 3 hours during the semester in question.
  2. A staff member taking 6 or more hours of courses as a student may not engage in teaching during the semester in question.
- C. Staff may not receive extra compensation for teaching performed during their normal work schedule unless leave time is taken or their work schedule has been rearranged with their immediate supervisor's approval.

**III. Procedure**

- A. If the teaching will occur during the university's normal work hours, the **soft offer of appointment e-mail** ~~e-signature Special Instructional Assignments (SIA) form~~ will be used to incorporate the immediate supervisor's approval within the teaching assignment approval process. In such cases, after the employee has received the **soft offer of appointment e-mail** ~~electronic SIA form~~ from the academic department, the employee will ~~electronically sign and submit the form~~ **forward the soft offer of appointment e-mail** to ~~their~~ **his or her** immediate supervisor for approval. Prior to supervisor approval, the employee and supervisor will determine a mutually agreeable means for making up the work time missed during teaching (e.g., taking leave or rearranging the employee's work schedule). The supervisor will then **respond to the soft offer of appointment e-mail** ~~sign the SIA~~ and ~~the staff member~~ will forward **both their signed soft offer of employment and their supervisor's response** ~~it~~ to the academic department **for file**. **Please see Appendix A for sample soft offer of appointment e-mail.**

**IV. Related Policies**

1.112V Part-Time and Temporary Faculty Qualifications

**V. Reason(s) for Revision**

September 2020

Non-exempt (overtime eligible) staff must be compensated for teaching part-time at the same pay rate in which they are compensated for their primary position, and must be compensated one and half times their regular hourly rate for any hours worked over 40 per

week. This would create a compensation disparity as all other individuals teaching part-time are compensated based on a flat rate. This practice of not allowing non-exempt (overtime eligible) staff to teach went into effect for the FY 17-18 academic year.

#### **November 2021**

Non-substantive change made to Section II as part of the fifth-year review in accordance with Policy 0.000V. Substantive changes made to Section III to account for process change from using Special Instructional Assignment (SIA) forms to Faculty Load and Compensation (FLAC).

## **VI. Attachments**

**Appendix A: Sample Soft Offer of Appointment E-mail**

Appendix A



COLLEGE OF [Insert College Name Here]

To: *Part-time faculty member*  
From: *Department Head Name*  
Cc: Department FLAC Administrator Name  
Date: *Date*  
Re: Soft Offer of Part Time Teaching Appointment

I am reaching out to confirm that you have agreed to teach the following:

Course Name:

Course Dates/Times:

Course Modality and Campus:

Minimum Enrollment Required for Course to be Offered:

For teaching the course(s) listed above, you will be compensated at the following rate:  
[insert per credit hour rate here (i.e. \$760.00 per credit hour or \$2,280 for a three-credit hour course)]

Prior to teaching this course, please familiarize yourself with the following:

1. <https://www.wku.edu/hr/careers/newtowku.php#Parttime/>
2. <https://www.wku.edu/citl/resources/part-time-faculty.php>
3. <https://www.wku.edu/policies/academic-affairs/>
4. <https://www.wku.edu/syllabusinfo/>

5. Terms of Employment (see attached)

Please sign below to indicate your official acceptance of the terms of this appointment and return the signed pdf document to me at [john.doe@wku.edu](mailto:john.doe@wku.edu) and to [jane.doe@wku.edu](mailto:jane.doe@wku.edu). Please respond by **DATE**.

I accept the terms and conditions of this appointment.

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Signature

Date

## **Part-time Faculty Terms of Employment**

The University reserves the right to terminate part or all of an appointment (i.e., one or more courses) at any time with prorated payment for classes already met by the instructor. Reasons for termination of this appointment include, but are not limited to insufficient enrollment, reassignment of regular faculty, failure to adhere to academic unit and University policies, or unsatisfactory performance. A part-time instructor may appeal employment termination or take grievances regarding unfair conditions to their Department Head for review. Such appeals or grievances are subject to final review by the Dean of the college or designee. In non-departmentalized colleges, the initial review shall be by the Dean with final review by the Provost and Vice President for Academic Affairs.

The instructor affirms they are fully qualified and prepared to teach the course(s) assigned and that all representations in their vita, resume, or credentials are accurate. Part-time instructors shall not be employed to teach more than nine workload hours at the undergraduate level or six workload hours at the graduate level per fall, spring, or summer term (with the exception of KTRS retirees). This applies campus wide.

University full-time staff members who do not hold faculty rank are permitted to teach part-time in accordance with WKU Policy 1.517V and must receive prior written approval from their immediate supervisor. Instructors who are retirees from Kentucky Teachers Retirement System (KTRS) shall not be employed to teach more than twelve semester hours per fiscal year (July 1 - June 30). Questions about the twelve-hour teaching limit for KTRS retirees should be directed to the retirement section in the Department of Human Resources.

The instructor agrees to meet each scheduled class at the time and place assigned by the Dean or Department Head and to administer the final course examinations and any required course evaluations as scheduled. In the event of an unavoidable absence, the instructor will notify the Department Head in time to arrange a substitute or to cancel the class. The instructor agrees to make arrangements with students so that work missed due to class cancellations may be made up.

The instructor agrees to meet, as needed, before classes begin with the Department for orientation (including discussion of guidelines and syllabus preparation, selection and use of textbooks and materials, examination schedules, and specific requirements). Students are to be provided a complete copy of the class syllabus, course requirements, and basis for grading during the first week of classes, and to be given written notice of all subsequent changes in the syllabus, course requirements, and basis for grading.

The instructor agrees to abide by the rules and policies of the academic unit and the University set forth in official publications or announced by the Dean's office or the Provost and Vice President for Academic Affairs.

This agreement confers no credit toward tenure or any right of re-employment. This appointment represents the entire agreement between the parties regarding this teaching assignment and supersedes all other understandings, written, or oral.