



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.517~~2~~³

DIVISION: Academic Affairs

TITLE: Staff Teaching Assignments

DATE: January 27, 2014

REVISED: September 14, 2020, February 14, 2022, July 1, 2024

Authorized by: Robert Fischer, 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 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 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 from the academic department, the employee will forward the soft offer of appointment e-mail to their 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 and the staff member will forward both their signed soft offer of employment and their supervisor's response to the **academic department Department of Human Resources to be added to the employee's personnel file for file.** Please see Appendix A for sample soft offer of appointment e-mail.
- B. **In situations where a staff member is being asked to teach a greater number of credit hours than allowed by this policy, an e-mail or letter must be submitted to the Department of Human Resources to be added to the staff member's personnel file that memorializes approval from the Provost and Vice President of Academic Affairs and the vice president of the division in which the staff member reports granting an exception to this policy, and the reason the exception was granted (e.g. late resignation by full-time faculty member).**

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.

February 2022

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 Chair/Director 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 and to jane.doe@wku.edu. Please respond by DATE.

I accept the terms and conditions of this appointment.

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 Chair/Director 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 Chair/Director 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 Chair/Director 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.