



Standard Administrative Procedure (SAP)

31.01.01.L1.02 Teaching by Full-Time Non-Faculty Employees

First Approved: July 12, 2010
Revised: September 26, 2016
Next Scheduled Review: September 26, 2021

Procedure Statement and Reason for Procedure

This standard administrative procedure (SAP) clarifies when it is appropriate to compensate full-time, non-faculty employees for teaching a class.

[System Regulation 31.01.01, Compensation Administration](#), Section 4.8 states “When a full-time non-faculty employee is approved to teach a class during normal work hours, his or her salary will not be increased, but will be offset by teaching funds proportionate to the time required for this activity. If the course is taught after normal working hours, additional compensation may be received.”

Procedures and Responsibilities

1. The following teaching situations would not warrant additional compensation:

- 1.1 Administrators with Faculty Status - Certain administrators retain their faculty status and additional compensation is rarely allowed for teaching. These include, but are not limited to, the positions of department chair, associate deans, deans, associate provosts, provost, and president. Any administrator with tenure has faculty status. Under rare circumstances and with the approval of the provost, department chairs may be eligible for overload compensation.
- 1.2 Full-Time Employees with Non-Faculty Status - Per [System Regulation 31.01.01, Compensation Administration](#), full-time, non-faculty employees who teach during normal working hours, defined as 8am – 5pm, Monday through Friday for most University departments, are not eligible for additional compensation. Even without additional compensation, non-faculty employees must obtain written permission from their immediate supervisor before accepting teaching assignments during normal working hours.

Normal working hours may be defined differently in departments that maintain non-traditional working hours outside of 8am – 5pm, provided the employee wishing to teach routinely works during these non-traditional working hours (such as certain rec sports and athletics department employees).

- 1.3 Employees whose job descriptions require teaching as part of their duties cannot receive additional compensation.

2. The following teaching situations may warrant additional compensation:

- 2.1 Full-Time Employees with Non-Faculty Status - Per [System Regulation 31.01.01, Compensation Administration](#), full-time, non-faculty employees who teach after normal working hours, defined as 8am – 5pm, Monday through Friday for most University departments, may be eligible for additional compensation.

Full-time employees with non-traditional working hours (i.e., employees working outside of 8am – 5pm) and who routinely work during these non-traditional working hours may be eligible for additional compensation. To receive additional compensation, employees who have a non-traditional work schedule must submit documented evidence of their work schedules for the approval of the appropriate vice president.

As with all additional employment, written pre-approval from the employee’s immediate supervisor in the form of a memorandum addressed to the Office of Human Resources is required for filing in the employee’s personnel file.

Related Statutes, Policies, Regulations, or Rules

[System Regulation 31.01.01, Compensation Administration](#)

Contact Office

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