



Standard Administrative Procedure (SAP)

31.01.01.L0.04 Teaching by Full-Time Non-Faculty Exempt Employees

First Approved: July 12, 2010
Revised: September 26, 2016
November 19, 2020
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Procedure Statement and Reason for Procedure

[System Regulation 31.01.01, Compensation Administration](#), Section 3.8 states “When a full-time nonfaculty employee is approved to teach a class during normal work hours, the individual’s 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.”

The purpose of this SAP is to establish parameters and the approval process for assigning and compensating full-time non-faculty exempt employees for teaching a class.

Procedures and Responsibilities

1. Teaching Situations That 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 administrators 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 Exempt Employees with Non-Faculty Status – Per [System Regulation 31.01.01, Compensation Administration](#), full-time non-faculty exempt employees who teach during their normal working hours (defined as 8am – 5pm, Monday through Friday for most TAMIU departments) are not eligible for additional compensation. Even without additional compensation, non-faculty employees must obtain written permission from their immediate supervisor and appropriate vice president 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 non-faculty employee wishing to teach routinely works during these non-traditional working hours (such as certain recreational sports and athletics department employees).

- 1.3 Employees whose job descriptions require teaching as part of their duties cannot receive additional compensation.
- 1.4 Employees who are classified as non-exempt (paid on an hourly basis), whether full-time or part-time, are not eligible to teach for TAMIU.

2. Teaching Situations That May Warrant Additional Compensation

- 2.1 Full-Time Exempt Employees with Non-Faculty Status – Per [System Regulation 31.01.01, Compensation Administration](#), full-time non-faculty exempt employees who teach outside their established normal working hours (defined as 8am – 5pm, Monday through Friday for most TAMIU departments) may be eligible for additional compensation. Full-time non-faculty exempt employees who are compensated for teaching must not engage in any course-related activities during their established normal work hours.
- 2.2 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.
- 2.3 As with all additional employment, written pre-approval from the employee’s immediate supervisor and the provost must be obtained prior to the beginning of a semester using a form available from the Office of the Provost & Vice President for Academic Affairs. This form will be retained in the employee’s personnel file in the Office of Human Resources.

Related Statutes, Policies, Regulations, or Rules

[System Regulation 31.01.01, Compensation Administration](#)

Contact Office

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