

## 33.99.05.R0.01 Staff (Non-Faculty) Teaching Assignment

Approved September 1, 1996  
Reviewed June 23, 2014  
Next Scheduled Review: June 23, 2019



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### Procedure Statement

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Texas A&M University-Commerce may authorize non-faculty employees to carry out teaching assignments at A&M-Commerce to enhance the educational capabilities of the University.

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### Reason for Procedure

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This procedure outlines the approval process and parameters for non-faculty employee teaching assignments.

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### Procedures and Responsibilities

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- 1 Any teaching assignment carried out by non-faculty full-time staff during assigned working hours must be requested by the staff member, with an explanation of how compensatory time will be made up, and approved by the applicant's supervisor PRIOR to the teaching assignment.
- 2 This completed application signed by the applicant's supervisor must be kept on file in the departmental office for the duration of the instructional period.
- 3 Courses are to be taught at a time not interfering with the regularly or normally assigned working or office hours. The applicant's supervisor may approve a maximum of one course to be taught during regular working hours, providing that compensatory time is made up.
- 4 All persons who teach courses must meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria for employment (See *Principles of Accreditations* Comprehensive Standard 3.7.1 and *Faculty Credentials Guidelines*) and be appointed and oriented by the appropriate office or department.
- 5 If a salary is to be paid, it will be in accord with the approved adjunct salary scale.
- 6 Petitions for exceptions to this procedure will be ruled on by the appropriate vice president(s) and forwarded through usual administrative channels prior to the instructional assignment.

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## **Related Statutes, Policies, or Requirements**

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System Regulation [33.99.05 Part-Time Employment](#)

System Regulation [33.99.06 Administration of Multiple Employment](#)

University Procedure [12.99.99.R0.10 Adjunct and Part-Time Faculty Appointments](#)

University Procedure [12.99.99.R0.11 Annual Evaluation of Adjunct Faculty and Graduate Assistants with Teaching Responsibilities](#)

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## **Appendix**

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[Staff \(Non-Faculty\) Teaching Assignment Application](#)

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## **Contact Office**

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Office of the Provost & Vice President for Academic Affairs  
903.886.5410