Adjunct Faculty Teaching by Salaried Exempt, Non-faculty Employees
Clarification of Policy and Administrative Procedure

Approved by University Council July 7, 2015

Dixie State University recognizes that some exempt, non-faculty employees may be academically qualified for teaching as adjunct faculty. This clarification of University policy and administrative procedure provides direction to exempt, non-faculty employees who may apply for adjunct teaching assignments or who are currently fulfilling adjunct faculty assignments. This document does not apply to employees who are required to teach specific courses as part of their normal job responsibilities with no additional compensation.

As a general rule, a qualified exempt, non-faculty employee who chooses to accept an adjunct teaching assignment may do so with approval from her/his immediate supervisor, dean of the school/college of the course, and supervisory vice president, following University policies, guidelines, and procedures. Additionally, the following provisions apply:

- Exempt, non-faculty employees are limited to one section (or up to four credits, whichever is greater) adjunct teaching assignment per semester.
- Employees are responsible to obtain prior approval before the teaching assignment begins by completing the Overload Assignment Authorization form.
- The adjunct teaching assignment, including the related work (i.e. class preparation, grading, advising/meeting with students, etc.), cannot conflict with the employee’s normal work schedule and the operations of the employee’s department.
- If class meeting times occur during the employee’s normal working hours, the employee is required to adjust the start or end time of his/her regular work day with written approval of his/her supervisor.
- The employee must be in good standing and not under any formal corrective action (i.e. Written Warning Notice or Final Written Warning Notice).
- An additional section (or up to four additional credits) may be taught outside of the employee’s normal work schedule (specifically evening, weekend, or online) by an exempt, non-faculty employee IF pre-approved through the completion of a special exception request by the employee’s supervisor/dean AND with approval of the Vice President of Academic Affairs.

As a reminder, although the University recognizes that some non-exempt employees may qualify academically to teach as an adjunct faculty, non-exempt employees may not have dual employment with the University. According to the Fair Labor Standards Act, employees who perform non-exempt work as their primary duty will be considered non-exempt and must be paid overtime for all hours worked over 40 in a week. Compensation for adjunct teaching based on the University’s adjunct pay scale would, therefore, not represent equitable compensation.
Overload Assignment Authorization Form

Exception to Policy 4-18
Request for Exempt Staff to Adjunct Teach

Employee Name ________________________________ Semester ___________________________

Employee Department ___________________________ Dixie ID ____________________________

I hereby petition for approval to adjunct. This petition and permission is subject to the conditions and procedure as outlined in the document “Adjunct Faculty Teaching by Salaried Exempt, Non-faculty Employees, Clarification of Policy and Administrative Procedure,” as approved by University Council on July 7, 2015.

Course Name, Number and Section ________________________________

Course meeting days and times ________________________________

Brief Justification for approving this adjunct assignment:

APPROVALS REQUIRED:

Immediate Supervisor ________________________________ Date _________________

Academic School Dean ________________________________ Date _________________

Employee’s Vice President ________________________________ Date _________________

Employee Signature ________________________________ Date _________________

After all approvals are obtained, and prior to the beginning of classes, a copy of this form shall be sent to the employee’s supervisor and to the Human Resources Office.