

Adjunct Faculty Teaching by Salaried Exempt, Non-faculty Employees

Clarification of DSU Policies 352 & 638 and Administrative Procedure

Approved by University Council – July 7, 2015

Revised and Approved by University Council - November 2017

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 salaried exempt staff 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, supervisor over the course being taught (department chair, dean, or director overseeing instructor selection), and the employee's supervisory vice president, following University policies, guidelines, and procedures. Additionally, the following provisions apply:

- Exempt, non-faculty employees are limited to no more than either one section or up to four (4) workload credits of adjunct teaching per semester (whichever is greater). These teaching credits can occur during normal University business hours, be taught online, or occur outside normal business hours with approval from the immediate supervisor, supervisor over the course being taught, and the employee's vice president.*
 - If class meeting times occur during the employee's normal working hours, the staff employee is required to adjust the start or end time of his/her regular work day with written approval of his/her supervisor, thus ensuring all services and work compensated are accounted for.
- 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.
- All staff employees wishing to adjunct teach as a supplemental assignment must receive approval before the teaching assignment begins each semester; this is done by completing the accompanying Overload Assignment Authorization form. Payment for teaching will not be issued until the accompanying form is signed in full and returned to Human Resources. Failure to complete the approval process prior to the beginning of the semester will result in ineligibility from adjunct teaching the following semester.
- 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 five (5) workload credits (whichever is greater) may be taught specifically outside of the employee's normal work schedule (evening, weekend, or online) by an exempt, non-faculty employee IF additional approval is received from the Vice President of Academic Affairs.*

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.

References:

- DSU Policy 352: Staff Compensation
- DSU Policy 638: Adjunct & Clinical Faculty

STAFF OVERLOAD ASSIGNMENT AUTHORIZATION FORM

Clarification of Policies 352 and 638

Request for Exempt Staff to Adjunct Teach as a Supplemental Assignment

Employee Name: _____

Employee Staff Department: _____

DixieID: _____ Semester Requested: _____

I hereby petition for approval to adjunct teach as a supplemental assignment for pay in the above semester. This petition and permission is subject to the conditions and procedures as outlined in the *Adjunct Faculty Teaching by Salaried Exempt, Non-Faculty Employees (Clarification of DSU Policies 352 & 638 and Administrative Procedure)* document, as revised by the University Council in November 2017.

All Course Name(s), Number(s), and Section(s): _____

All Course meeting day(s) and time(s): _____

of credit hours during business hours: _____ # of credit hours outside business hours: _____

Total Credit Hours (CH) Requested for this semester*: _____

*maximum of one section or up to four (4) credits per semester (whichever is greater) is allowed without additional approval of the VP of Academic Affairs; see attached policy 352 & 638 clarification document for additional information.

Brief Justification for approving the adjunct assignment(s): _____

I acknowledge I have read and understand the *Adjunct Faculty Teaching by Salaried Exempt, Non-Faculty Employees (Clarification of DSU Policies 352 & 638 and Administrative Procedures)* document and agree to comply with University Policy in fulfilling all my work assignment(s) at Dixie State University. I understand payment for teaching will not be issued until this form is completed in full and returned to Human Resources.

Employee Signature: _____ Date: _____

APPROVAL REQUIRED:

Employee's Immediate Supervisor: _____ Date: _____

Supervisor(s) over course(s): _____ Date: _____

Date: _____

Employee's Vice President: _____ Date: _____

Academic VP (if applicable*): _____ Date: _____

After all approvals are obtained, and prior to the beginning of the semester, a copy of this form shall be sent to the employee's immediate supervisor and to Human Resources. Failure to complete this form prior to the beginning of the semester will result in ineligibility from adjunct teaching the following semester.