WESTMINSTER COLLEGE
Staff Teaching Policy

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<th>POLICY TITLE</th>
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1. STATEMENT OF POLICY

Full-time staff are hired to support the college in a variety of critical and important roles, and can have unique qualifications to serve as adjunct faculty for the college. This policy outlines the requirements and limitations for staff to teach as adjunct faculty outside of and in addition to their primary staff position.

2. TO WHOM THIS POLICY APPLIES

This policy applies to all staff.

3. RELATED POLICIES

Staff Handbook
Employment Policy
Adjunct Faculty Handbook

4. ELIGIBILITY

Full-time salaried staff are eligible to accept adjunct teaching assignments. Hourly staff (full-time and part time) are not eligible for adjunct teaching assignments.

Eligible staff may be assigned no more than four credit hours per semester. One additional hour of load may be assigned when a learning community or lab is associated with a course.

5. SUPERVISOR APPROVAL

The employee’s full-time staff position is the primary responsibility and priority. Staff will be approved to teach as adjunct faculty only when they are fully and consistently meeting all expectations of their staff position.

Staff must obtain supervisor approval before accepting adjunct teaching responsibility. Supervisors will be required to approve adjunct contracts issued to their staff each semester.
6. RESPONSIBLE ADMINISTRATOR

The Director of Academic Administration is the responsible administrator for this policy.

7. HISTORY

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<th>Date of Last Action</th>
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8. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/ __________________________

Bethami A. Dobkin, President