

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO.: II:15

DATE: April 2023

REVIEW/REVISION DATES:

SUBJECT: Staff Teaching Policy

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes Jacksonville State University's (JSU) position regarding staff employees who teach outside their primary duties. JSU staff may pursue teaching on an occasional, as needed, basis. Supervisors should ensure that those hired in staff/administrator teaching roles should give priority to their staff position. Staff who teach should also recognize the priority to provide high quality instruction while balancing their primary position. This policy provides staff/administrators with reasonable limits to allow the appropriate balance of primary responsibilities with instructional (adjunct) responsibilities.

POLICY

Staff who are hired as JSU adjuncts must meet the following criteria:

- Must be in good standing in their primary, staff role, and have successfully completed the six-month probationary period and/or annual evaluation.
- Must meet all academic and experiential credentials for appointment as a part-time or temporary faculty in the discipline.
- Written pre-approval from the immediate supervisor and the related Cabinet member must be obtained.
- Approvals to teach may be rescinded at the end of term.

Conditions for staff who teach courses for JSU are as follows:

- It is recommended to teach no more than two (2) three (3) or four (4) credit hour course per term or semester.
- Teaching, compensated via a contract, is not allowed during the staff member's normally scheduled shift.
- Devote a minimum of 40 hours per week to regular full-time position responsibilities while teaching, if compensated for teaching.
- If the employee is teaching SSC101 they will not qualify for compensation.

Exclusions:

- Faculty hired through the Provost's faculty recruitment and hiring process.
- Staff members may teach a course or courses as part of their primary job, such as a lab coordinator, so long as the teaching responsibility is clearly defined in the related job description.
- Occasional lectures or short presentations by staff members.

Exceptions

Any exceptions must be approved by the related Cabinet member and the Provost and Senior Vice President, Academic Affairs.

RESPONSIBILITY

The Provost and Senior Vice President, Academic Affairs.

EVALUATION

This policy will be reviewed at least every five (5) years.