

Texas Woman's University

University Regulation and Procedure

Regulation and Procedure Name: **Employment of Staff Employees as Adjunct Faculty**

Regulation and Procedure Number: **URP: 05.235**

Policy Owner: **Finance and Administration**

POLICY STATEMENT

The purpose of this Texas Woman's University operating Policy and Procedure is to define the requirements for employment of staff employees as adjunct faculty.

APPLICABILITY

This policy is applicable to TWU Staff.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. General Guidelines

- A. A staff employee can have a secondary teaching assignment as an Adjunct Faculty. The class schedule must be beyond the employee's normal working hours for his/her primary staff assignment. If the employee does not have an approved working schedule, the default schedule is considered to be the University business hours of Monday through Friday, 8:00 a.m. to 5:00 p.m.
- B. For teaching assignments involving three credit hours (or fewer), the class schedule may be taught within the employee's normal working hours providing that the employee utilizes vacation time or his/her lunch break for the class.

II. Approval

Prior to accepting any adjunct teaching assignment, employees must complete and submit a Staff-Adjunct Overload Form to the supervisor of their primary staff position for approval. The approved form will be forwarded by the supervisor to the appropriate Vice President for their approval and then submitted to the Dean or Department Head of the adjunct teaching assignment for final approval or denial.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

[Staff-Adjunct Overload Form](#)

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