

Payment of Administrative Staff for Teaching

Administrative Officers and members of the administrative and professional staff will receive compensation for teaching at a rate per credit hour based upon the adjunct pay schedule. However, if the responsibility for teaching specific courses has already been factored into the basic duties and responsibilities of the employee's position, additional compensation will not be received. Authorization must be obtained from the employee's supervisor and the appropriate administrative officer before a teaching contract will be issued.

A full-time administrative officer or staff member may engage in such teaching provided that it does not interfere with her/his full-time obligations to the University or create a conflict of interest. The full-time obligation is considered to be interfered with when, in the opinion of the employee's supervisor, such employment would make or has made the employee unavailable for the effective performance of her/his primary duties and responsibilities.