University of South Alabama
Policy and Procedures on Part-Time Instruction
By University Staff Employees

Although full-time staff are expected to devote their professional time to fulfilling their primary roles and essential job responsibilities, from time to time, staff with relevant academic qualifications and experience may be invited to teach one course per semester for an academic department.

Full-time staff who teach must:

1. Meet all requirements for appointment to the part-time faculty in the teaching discipline and must be interviewed and approved through normal channels;
2. Submit all required documentation of eligibility for the part-time roster in the teaching discipline;
3. Teach no more than one course per semester*;
4. Obtain written approval of his/her immediate supervisor and approval of the Chairperson and Dean of the college/school in which the course will be taught;
5. Devote a minimum of 40 hours per week to their regular full-time positions while teaching.

Supervisor: If the supervisor approves part-time teaching during a full-time employee's regularly scheduled work hours, the supervisor will provide a plan (attach to the approval form) indicating how the individual's full-time job responsibilities will be met. Non-exempt employees will not be eligible for part-time teaching during regularly scheduled work hours.

Chairperson and Dean: The Chairperson of the Department (with Dean's approval) in which the course will be taught must complete the request below no later than the sixth week of the semester **prior** to the semester in which the course will be taught.

Compensation: Compensation is per the standard part-time instruction rate for the course.

* When determined to be in the best interest of the University, the approvals above and with the approval from the employee's respective division administrator and the Provost/Senior Vice President for Academic Affairs (or his/her designee), full-time staff employees may be granted a waiver to teach additional courses in a semester outside of regular business hours.

Request for Assignment of Full-time Staff Employee to Teach a Course

Employee Name: _____ Employee J#_____

Employee's Primary Position at USA:_____ Employee's Division:_____ Semester: _____ Year: _____

College/School Where Course is to be Taught:_____Department:_____

Course Title: _____ Course # and Prefix: _____ Day(s) of Week Course is Taught: _____ Time of Day: _____

_____ _____
Staff Employee Signature ***Date*** ***Immediate Supervisor Signature*** ***Date***

_____ _____
Departmental Chairperson Signature ***Date*** ***Dean Signature*** ***Date***