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

Although full-time exempt staff are expected to devote their professional time to fulfilling the responsibilities of their staff positions, from time to time, exempt staff with relevant academic qualifications and experience may be invited to teach one course 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. There must be an official, completed file documenting the individual's eligibility for the part-time roster in the teaching discipline:
2. teach no more than one course per semester:
3. have approval of his/her immediate supervisor and approval of the Chairperson and Dean of the college/school in which the course will be taught; approval must be documented via signatures below:
4. devote a minimum of 40 hours per week to their regular full-time positions while teaching.

Supervisor: The supervisor will provide a plan (attach to this form) indicating how the individual's full-time job responsibilities will be met. At the end of the course, the supervisor must provide explicit documentation that the staff employee devoted a minimum of 40 hours per week to his/her full-time position.

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.

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***

11/06