



**02.03.05      ADMINISTRATORS AND STAFF TEACHING CLASSES**

**Division:**            **College Employees**  
**Adopted:**            **1977**  
**Revised:**            **1982, 06/1993, 07/1996, 01/2014, 10/2018, 11/2022**  
**Reviewed:**

---

It shall be the policy of the Board of Trustees (Board) to allow administrators and staff who meet normal educational qualifications required for the course(s) assigned to teach up to a maximum of eight (8) contact hour instructional pay assignments per semester. Permission to teach may be granted if the appropriate vice president and immediate supervisor determines that the requesting employee is meeting work and performance expectations at the time of the request, and the assignment:

1. is part of the institutional instructional program and that class assignments are outside their regular working hours; and no full-time faculty or adjunct member is available for the assignment; and
2. provides the administrator or staff personnel with an opportunity to interact with students in a way that will enhance their role in the College; and
3. will not interfere with the employee’s (administrator/staff) primary position’s workload or schedule (including the electronic use of iCampus and related student support systems during regular work hours); and
4. all levels of required approval are obtained prior to instruction as articulated in the corresponding Institutional Procedure.

**Related Institutional Procedures:**

02.03.05.00    Administrators and Staff Teaching Classes