### Procedure 911: Staff Teaching

**Approved; 1/30/2023**

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**Purpose**

The College of Eastern Idaho encourages employees who meet the necessary qualifications and have a desire to teach as an adjunct faculty or instructor to do so. In accordance with Policy 223: Compensation; full-time, non-exempt staff members are not eligible to accept adjunct faculty or instructor positions.

**Definitions**

**Additional Employment**: Any work performed for payment inside the college other than the employee’s primary position.

**Exempt Position**: Employees are paid on a salaried basis and are not eligible to receive overtime pay.

**Nonexempt Position:** Employees are paid on an hourly basis and are eligible to receive overtime pay for hours worked in excess of 40 hours within the regular work week. See Policy 201: Overtime.

**Adjunct Faculty/Instructor:** A position where the primary focus is teaching students enrolled at the college in a limited capacity.

**Exclusions:**

* Staff members who teach a course or courses as part of their primary job function, such as a lab coordinator or program advisor, so long as the teaching responsibility is clearly defined in the job description.
* Occasional lectures or short presentations by staff members.

**Procedures**

Staff members employed by the College of Eastern Idaho are a valuable resource who provide expertise and support through their primary job functions. It is important to the college that an environment where staff can focus their time, effort and energy on their primary job functions resulting in effective job performance.

This procedure outlines the college's position regarding additional employment for an employee also teaching as an adjunct faculty or instructor at the college, outside the normal responsibilities of the employee’s primary position.

* The staff member must apply for an open adjunct or instructor position posted on the CEI website.
* Prep work for the class must be completed after the normal working hours of the employee’s primary position with the college.
* The staff member must meet the criteria established for teaching as detailed by the academic department and outlined in Policy 217: Faculty/Instructor Credential and Qualification Requirements.
  + The college will only allow qualified staff to teach courses on a temporary basis when the teaching need cannot be met by current faculty or by hiring a qualified individual not currently employed by the college.
* The staff member may not be offered the opportunity to teach courses before obtaining proper approval.
* The Staff Teaching Request & Authorization Form must be completed, and signed by both the employee and the employee’s direct supervisor. This form acknowledges that the additional teaching position will not conflict with the staff members primary position.
  + A request for approval must be completed prior to the start of each semester
* Staff members may teach no more than one (1) 3 credit hour course per semester.
* After the staff member has completed the Request and Authorization form and has met the teaching requirements outlined in the posting, the appropriate department chair may submit a requisition in NeoEd to hire the staff member into the additional teaching position. This requisition must be approved by the corresponding Dean, The Vice President of Instruction, and The Vice President of Human Resources.
* The staff member is responsible for ensuring satisfactory performance in the primary position. The teaching position is not considered part of the primary position and, therefore, will not be considered part of the employee performance evaluation process.