3364-72-14   Teaching by non-faculty employees.

(A)   Policy statement

The university recognizes circumstances which may necessitate allowing an employee whose primary responsibilities are non-teaching to teach outside of his or her regular full-time appointment. In this circumstance, a university employee is restricted to teaching no more than one course per term or ten credit hours per year (fall, spring, summer), regardless of delivery mode, for which the employee receives extra compensation. Any exemptions to this limit must be approved by the provost.

The university employee must meet the credential requirements established by the higher learning commission to teach. Teaching by non-faculty employees is approved within the college by the chair and college dean and in the case of a graduate course; the faculty must also receive at a minimum, adjunct graduate faculty status. The university employee must have written permission from his or her immediate supervisor to accept teaching duties, and the teaching duties must not interfere or take time away from the employee's regular full-time duties.

(B)   Purpose of policy

Define the criteria under which non-faculty employees are permitted to teach.

(C)   Scope

All university of Toledo employees not holding faculty rank.

(D)   Procedures

    (1)   The employee's supervisor and the vice president responsible for the area must sign the approval form (found on the provost's website) along with the department chair and the dean of the college in which the course is offered.

    (2)   Exemptions to the restrictions on the number of courses or credit hours per year require the provost's signature. (Exemptions are normally used to address the teaching of multiple sections of one

or two credit hour classes or a single section of a four or five credit hour class.)

(3)   Final approvals must be obtained fifteen days prior to the start of each term.

Effective: 5/12/2018

CERTIFIED ELECTRONICALLY

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Certification

05/02/2018

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Date

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