The following procedure will be used by Student Affairs staff who desire to teach academic courses with or without supplemental pay. The procedure must be completed and approval given before a staff member commits to a teaching assignment. The Division supports exempt staff in teaching one class per semester. One course may be taught during normal work hours as long as time devoted to teach is made up.

A request that includes course title, number of credit hours, day, and time of day must be submitted through administrative channels to the appropriate member of SAMC via the Student Affairs Request for Teaching Academic Courses form. SAMC may reject the request based upon departmental demand for services. Employees must have completed their probationary period, and be in good standing with the university.

Teaching a class is a commitment above the expectations that staff members will devote 100% of their time to the fulfillment of primary job responsibilities. Therefore, all activities related to teaching (preparation, grading, advising of students, and actual class instruction) must be done on a staff member’s own time. If done during normal work hours, those hours must be made up (as agreed upon with the supervisor) or with vacation leave.

Please submit your teaching request forms to your supervisor no later than the following dates:

- **Summer Term Classes:** March 1st
- **Fall Semester Classes:** March 1st
- **Spring Semester Classes:** October 1st

Supervisors, please be sure that your SAMC representative receives the approval form prior to the deadlines listed above (Staff may teach one class or up to four credit hours a semester with the written approval of their director). If teaching more than four credit hours the following limits and approvals apply (as outlined in PPM 3-48):

1. The supervisor and SAMC representative must review and approve in writing the teaching of academic courses. In the Division of Student Affairs the “Request for Teaching Academic Courses form must be submitted to the Vice President for Student Affairs office.
2. Amounts in excess of one-third (33 1/3 percent) of base salary, or the non-exempt employee median salary (whichever is higher) should be treated as extraordinary exceptions and should be infrequent, temporary, and based on circumstances where critical service needs of the University cannot be met by standard employment processes.
Request for Teaching Academic Courses
Student Affairs

Name: ____________________________

Semester: ____________________________

Course Title: ____________________________

College/Department: ____________________________

Number of Credit Hours: __________

Day/s: ____________________________

Time: ____________________________

Course #2 Title: ____________________________

College/Department: ____________________________

Number of Credit Hours: __________

Day/s: ____________________________

Time: ____________________________

Supplemental Pay: Yes______ No______
Estimated pay for this course (s) $___________
Estimated total for all supplemental pay this fiscal year $________________________

Arrangements agreed upon for meeting time requirements of contract position:
________________________________________________________
________________________________________________________

Supervisor Recommendation Yes______ No______
Supervisor’s Signature ____________________________

SAMC Approval ____________________________

Date: ____________________________

Vice President Approval (if necessary) ____________________________

Date: ____________________________