

Policies and Procedures

Title:  
Administrative Staff Employee Teaching Policy

HR Policy No: 10.013  
Effective Date: April 15, 2024

Purpose

The purpose of this Administrative Staff Employee Teaching Policy (“Policy”) is to establish the parameters for the teaching of Providence College (“College”) courses by Administrative Staff Employees. It acknowledges that College Administrative Staff Employees may pursue teaching on an occasional, as needed basis, while ensuring that those hired in administrative staff roles give priority to their staff position and pursue teaching opportunities outside their regular staff duties with reasonable limits that allow the College to maintain the highest quality of instruction by appropriately balancing administrative staff duties with additional (adjunct) instructional responsibilities.

Applicability

This Policy applies to all Administrative Staff Employees of the College including Dominican Friars assigned to the College in non-faculty roles (collectively “Staff Employees”). Based upon wage and hour and benefit law issues, support staff (hourly) employees are not eligible to teach courses at the College.

Policy

A. *Allowed Teaching*

- Absent an exception as provided for in Section D below, Staff Employees may teach up to a *maximum* three (3) credits (or one (1) course if the particular course exceeds three credit hours) per academic term/semester. Although it is expected that classroom instruction time will generally occur outside of the College’s core working hours, instruction time may take place during the Staff Employee’s regular schedule, provided the Staff Employee’s supervisor and division head (President’s Cabinet member) approves and the Staff Employee makes up the time spent on classroom instruction time during the week. Other teaching duties, such as class preparation, grading time, and office hour requirements, must take place outside of the Staff Employee’s regular schedule and duties.
- Staff Employees whose positions require some teaching as part of their Staff Employee position responsibilities or who are otherwise expected to teach as part of their positions (which teaching

may occur during their regular Staff Employee schedule) may teach additional credit hours pursuant to the terms of this Policy.

- Staff Employees must be in good standing in their primary staff role to be eligible to teach and not under any formal corrective action (e.g. written warning, performance improvement plan, probation, etc.).
- Part-time Administrative Staff Employees may teach courses at the College but only upon the additional approval of Human Resources to confirm that total hours of their part-time staff position and teaching position (which includes classroom instruction as well as preparation, grading time, and office hours) does not impact their benefit classification and eligibility.
- Staff Employees must be appropriately qualified and credentialed in accordance with College and accreditation standards to teach the course assigned. Such assessment shall be made by the Department Chair for the Department in which the course will be taught.

#### *B. Approvals Required & Oversight*

The following written approvals, utilizing the “[Administrative Staff Employee Teaching Request Form](#)” are required for a Staff Employee to teach a course under this Policy:

1. The Dean of the School in which the course will be taught;
2. The Staff Employee’s immediate supervisor; and
3. The Staff Employee’s division head (President’s Cabinet member).

Approvals are required for each individual course taught, regardless of how many times the Staff Employee has previously taught the course. An approval granted for one semester or, for example, teaching during core working hours, does not guarantee ongoing approval of the same or similar arrangement.

The Department Chair for the Department in which the course will be taught is responsible for the performance of the Staff Employee while performing teaching duties hereunder.

#### *C. Compensation*

- Exempt Staff Employees shall receive the regular per credit adjunct/overload rate, adjusted as appropriate based upon enrollment, as established by Academic Affairs.
- Staff Employees whose positions require some teaching as part of their position responsibilities or who are otherwise expected to teach as part of their positions shall not receive additional compensation for the teaching duties that are part of their Staff Employee position responsibilities as such is part of their Staff Employee position compensation.

#### *D. Exceptions*

There may be times where exceptional circumstances warrant a waiver of the per term/semester course limitation established in Section A above. Such will generally be limited to those situations where the College, as a result of exigent circumstances, is unable to fill a teaching obligation through either full-time faculty or adjuncts. Apart from the approvals required pursuant to Section B above, the approvals of the Provost and Senior Vice President for Academic Affairs and the Senior Associate Vice President of Human Resources are also required.

### Responsibility

The Senior Associate Vice President of Human Resources, or his/her designee, is responsible for overall administration of this policy.