

ADMINISTRATIVE TEACHING GUIDELINES

Where teaching a class is not a part of an administrator's job responsibilities, the following guidelines will be utilized:

- Accepting a teaching assignment shall be subject to supervisor's approval.
- The teaching assignment should not interfere with the administrator's regular full-time duties.
- Pay for teaching a non-credit class shall be as arranged with the Dean of Corporate and Community Services.
- Pay for teaching a credit class (outside of any teaching assignment which is part of a job description) shall be at the same rates as adjunct faculty rates (Policy 11.00).
- Administrators who have teaching as a part of their job responsibilities (Academic Deans and the Director of Respiratory Therapy) shall only be allowed to teach non-credit classes for extra pay, subject to supervisor's approval and other requirements as listed above.