



Administrative and Professional Faculty Teaching Credit Classes Procedure

Procedure Number: 421P

Responsible Office: Human Resources

Forms: Form 105-195

Effective Date: 08/2015

Date Last Reviewed: 01/22/2024

1. Purpose

The policy provides administrative and professional faculty the opportunity to teach and earn pay for teaching.

2. Definitions

N/A

3. Procedure

1. Requests for administrative and professional faculty to teach must be approved in advance of teaching the course. The teaching request must be submitted at least one week prior to the start of the class.
2. Generally, administrative and professional faculty are not permitted to teach during their normal working hours. Courses taught for extra pay must be scheduled outside of the normal working hours or the individual shall be required to use accrued leave. Office hours, for the purpose of working with students on their individual academic and occupational issues or problems, must also be held outside of the normal working hours and/or by using appropriate leave time.
3. For initial approval to teach, the requesting Division must submit Form 105-195 and appropriate credentialing documents to credentialing@nvcc.edu. Human Resources will review the documents and send to the Chief Academic Officer for approval. Qualifications to teach will be evaluated in accordance with the VCCS-29: Normal Minimum Criteria for Each Faculty Rank, VCCS Policy 3.02, and VCCC Policy 3.02a.
4. If approved, Human Resources will send notification to the appropriate parties indicating that the employee may begin teaching.
5. Requests to teach (after initial approval) should be submitted to Human Resources at credentialing@nvcc.edu by the requesting Division using Form 105-195.
6. If approved, Human Resources will send notification to the appropriate parties indicating that the employee may begin teaching for overload pay.

7. Per VCCS Policy 3.8.5, administrative and professional faculty may not teach more than 9 credit hours in a fiscal year. The measurement period for the 9 hours is from May 16 through May 15.
8. For administrative and professional faculty who are approved to teach, payment will be initiated at the end of the semester upon receipt of confirmation from the academic division that the coursework was taught as requested and approved.
9. If the employment status of the administrative or professional faculty member changes, Human Resources must be notified immediately. Changes in employment status can impact the ability of the employee to continue teaching and/or payment processing.