![NOVA Northern Virginia Community College]

Classified Employees Teaching Credit Classes Procedure

Procedure Number: 422P

Responsible Office: Human Resources

Forms: Form 105-196

Effective Date: 08/2015

Date Last Reviewed: 01/22/2024

1. Purpose

The employment of classified staff as adjunct faculty seeks to address college teaching needs and employee desire for additional opportunities within the College.

2. Definitions

N/A

3. Procedure

Employment of classified staff as adjunct faculty requires adherence to VCCS policies and additional federal and state regulations. The qualifications of classified employees must be reviewed in accordance with established adjunct hiring procedures, including minimum teaching qualifications as specified in the VCCS-29. Classified staff who do not meet the necessary qualifications for teaching will not be permitted to teach.

Classified staff who are classified as Non-Exempt under Fair Labor Standards Act (FLSA) regulations are prohibited from teaching as adjunct faculty.

A. Requests for classified staff employees to teach must be approved in advance of teaching the course.

B. Generally, classified staff are not permitted to teach during their normally scheduled working hours. Courses taught for extra pay should usually be scheduled outside of the normal working hours or the individual shall be required to use accrued leave. Course preparation, grading, and office hours for the purpose of working with students on their individual academic and occupational issues or problems, must also be held outside scheduled working hours and/or by using appropriate leave time if during normal working hours.

   NOTE: With supervisor permission, classified staff may be allowed to teach one section of SDV per semester during the normal workday when no other faculty member can be found to teach.

   Classified staff who teach a course during the normal workday are still expected to work their required hours and document with their supervisor when they are making up the additional hours.

C. For initial approval to teach, the requesting Division must submit Form 105-096 and appropriate credentialing documents. Human Resources reviews the form and documents, and sends the form to the Chief Academic Officer through the Associate Vice President of Human Resources for approval. Classified staff qualifications for teaching are evaluated in accordance with the VCCS-29: Normal Minimum Criteria for Each Faculty Rank, VCCS Policy 3.02, and VCCS Policy 3.02a. Additionally, if this is the classified employee's first time teaching, an adjunct faculty assignment must be established in HCM.

D. If approved, Human Resources sends notification to the appropriate parties indicating that the employee may begin teaching and that the Division should finalize the necessary paperwork to add an adjunct job assignment for the employee.

E. Requests to teach (after initial approval) should be submitted using Form 105-096.

    Approval of supervisor is required for *each semester* that the employee is requested to teach.

    The form routes through the employee, the employee's supervisor and campus approvals prior to moving to Human Resources for review. If approved, Human Resources sends notification to the appropriate parties indicating that the employee may begin teaching.

    Classified staff may not teach more than 9 credit hours in a fiscal year. The measurement period for the 9 hours is May 16 through May 15. It is highly recommended that the classified staff not teach more than one (1) course per semester. Teaching for SDV courses is permitted up to 3 courses per semester for a maximum of nine (9) credit hours per fiscal year.

F. Classified staff who are approved to teach are paid for the additional assignment in accordance with the adjunct faculty pay cycle. The additional monies are included in the regularly scheduled classified check.

G. If the employment status of the classified staff 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.