

**ADMINISTRATIVE AND PROFESSIONAL FACULTY TEACHING CREDIT CLASSES**

**Policy Number:** 421

**Categorized:** [Human Resources](#)

**Responsible Office:** Human Resources

**Subject:** Faculty Compensation

**Related Policies:**

**Procedures:** See [421P](#)

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 07/06/2020

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**1. Scope**

This policy applies to all full-time administrative and professional faculty teaching credit classes.

**2. Policy**

- a. Twelve-month administrative and professional faculty may earn extra pay for teaching a maximum of nine (9) credit hours per fiscal year within the VCCS, for teaching assignments assigned beyond those that are required as part of their regular job responsibilities and documented in their individual position descriptions. It is recommended that the faculty member not teach more than 1 course per semester.
- b. Faculty qualifications must be reviewed in accordance with established teaching qualifications as specified in the VCCS-29. Administrative and professional faculty who do not meet the necessary qualifications for teaching will not be permitted to teach.
- c. Approval of supervisor is required for each semester that the faculty member is requesting to teach.
- d. Courses taught for extra pay must be scheduled outside of the normal working hours or the faculty member 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.
- e. Extra pay for the above teaching assignment(s) shall be at the rate of the faculty member's equivalent 9-month salary multiplied by .015 for each credit hour. Administrative and professional faculty who are approved to teach will be paid at the end of the semester upon receipt of the confirmation by Human Resources that the course has been taught as originally requested.

- f. If the employment status of the faculty member changes, HR must be notified immediately. Changes in employment status can impact the ability of the faculty member to continue teaching and/or payment processing.
- g. Administrators responsible for determining teaching loads and/or securing faculty to teach credit courses (e.g., coordinators, directors, deans, associate vice presidents, vice presidents, etc.) shall not be assigned a course for extra pay until all full-time teaching faculty in a discipline are given an opportunity to accept a teaching assignment for extra pay.

### **3. Definitions**

Administrative faculty: individuals employed by the college to perform work related to the management of the education and general activities of the college, school/division, or department, who are normally employed on a 12-month basis beginning on July 1 and ending on June 30, and who are assigned a faculty rank for which they qualify.

Professional faculty: individuals holding non-teaching positions with continuing responsibilities who are employed on a 12-month basis beginning July 1 and ending June 30, such as librarians, counselors, and others who are assigned a faculty rank for which they qualify.

### **4. Procedures**

See [421P](#).

### **5. Authority**

VCCS Policy 3.8.5 Twelve-Month Administrative and Professional Faculty Teaching Credit Courses