

Title: Part-time Teaching Among Full-time Administrative Employees (Includes Authorization Form)	Procedure Number: 4 - D	Page 1 of 1
Board Policy or Policies: 4.3 (Adjunct Faculty), 4.10 (Faculty Credentials), 6.21 (Outside Employment), 6.20 (Employee Classification)	Adopted by: Carrie Besnette Hauser, President Date of Last Revision: August 10, 2017	

Colorado Mountain College permits qualified exempt employees to serve as part-time faculty members, subject to appropriate approval. In most cases, when a full-time employee is hired as a part-time faculty member, the two roles are considered to be separate. Performance is typically managed and evaluated by different supervisors.

All exempt full-time employees who are hired as part-time faculty are required to meet all requirements of part-time faculty.

Unless an employee’s full-time position explicitly requires teaching as part of its duties, part-time teaching must not interfere with a staff member’s full-time position in terms of hours or performance. All work related to a part-time teaching assignment must be completed outside of regularly scheduled work hours associated with the full-time position. If an exempt employee is responsible for teaching as part of his/her formal job responsibilities, instructional activities may occur within the regularly scheduled work week as part of the employee's full-time position.

Full-time, non-academic staff may be assigned to teach no more than six semester credit hours or two courses per grading term, whichever equates to fewer instructional hours.

The employee’s performance as a full-time employee and as an instructor will be evaluated separately and in accordance with college procedures. However, violations of college policies committed either as a full-time employee or in the capacity of a part-time instructor may result in repercussions for both positions, depending on the nature, severity and circumstances of the infraction.

Non-exempt hourly staff may not serve in a part-time faculty position whether credit or noncredit positions due to the complexity of tracking a standard 40-hour work week and mandatory payment of overtime compensation.



Part-time Teaching Agreement for Exempt Full-time Employees

I have read and understand the College’s procedure regarding part-time teaching for exempt full-time staff and agree that any teaching assignments I seek must met all the following criteria:

1. As a full-time exempt employee I may not perform this academic work during my regular work hours without taking annual leave or making written arrangements (as outlined below) with my supervisor to make up this time.

2. This agreement must completed and approved by my immediate supervisor and the director of human resources prior to the commencement of my teaching assignment(s).

3. As a full-time exempt employee I may not teach more than six credit hours per semester concurrently with my normal job schedule or the equivalent of one course along with course development duties. *The employee’s primary job responsibilities takes precedence over any other employment on- or off-campus. In general, only three credit hours will be approved per semester unless the employee can explain how an additional class will not interfere with job duties to the satisfaction of his or her supervisor.*

I understand that under no circumstances should I receive extra compensation for a task performed during my normally scheduled workday or that would reasonably be understood to fall within the expectations of my full-time position at the college.

Information on planned course(s):

(Course Title)	(Location)	(Days/Times)	(Supervisor)
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(Course Title)	(Location)	(Days/Times)	(Supervisor)
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Signatures: Please print name followed by signature.

Employee _____ Date _____

Employee’s Immediate Supervisor _____ Date _____

Director of Human Resources _____ Date _____