



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: 10/07/2024

1. Purpose

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

2. Definitions

Emergency Teaching Request: An emergency request would be for a class in which the originally scheduled instructor was not able to start teaching or to continue teaching the class. Such a situation would occur when the division has little to no notice from the originally scheduled instructor, and when an adjunct faculty member or regular teaching faculty member could not be found to teach the affected course.

3. Procedure

1. Requests for administrative and professional faculty to teach must be approved in advance of teaching the course unless the teaching request is an emergency request. 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. If the faculty member is teaching Student Development (SDV) courses, then they may teach a maximum of one (1) credit hour of SDV during normal working hours per semester. The faculty member's normal working schedule must be adjusted to account for the SDV teaching during normal working hours. A copy of the adjusted work schedule must be included with the request to teach.
3. To initiate a request to teach, the requesting Division must complete and submit eForm 105-195 - [Twelve-Month Administrative & Professional Faculty Teaching Credit Courses](#). If the individual has not previously been approved to teach, then the appropriate credentialing documents should be attached to the eForm. Human Resources will review the teaching request and any attached documents and will route them 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: Faculty Qualifications for Academic Rank, and VCCS Policy 3.02a: Explanation of Policy – Qualifications of Faculty.

4. 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 16th through May 15th.
5. If approved to teach, approximately two weeks prior to the end date of the class, the approved eForm will send the academic dean an email notification to confirm that the class was taught as requested. The academic dean will verify that the class was taught, and the number of credit hours taught. Upon confirmation, HR will initiate payment for the faculty member at the end of the semester. Payment is typically made at the beginning of the following semester.
6. 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.