



Classified Employees Teaching Credit Classes Procedure

Procedure Number: 422P

Responsible Office: Human Resources

Forms: [Form 105-196 Classified Staff Teaching Credit Courses](#)

Effective Date: 08/2015

Date Last Reviewed: 10/07/2024

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.

If the classified staff 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 with their supervisor's permission and when no other faculty member can be found to teach the course. The individual'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.

1. Requests for approval to teach (if not initial request for approval to teach) should be completed and submitted using [eForm 105-196](#). Human Resources will review the teaching request and any attached documents and will route for approval. For initial request for approval to teach, 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.
2. If approved, Human Resources will finalize the request to teach and the eForm will send a communication to the appropriate parties indicating that the employee may begin teaching. For initial requests to reach that are approved, the division will need to initiate the process to have an adjunct faculty assignment added to the classified staff member's job record. If not approved, Human Resources will finalize the request to teach and the eForm will send a communication to the appropriate parties indicating that the employee may not 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 16th through May 15th. It is highly recommended that the classified staff member does 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.

- C. Classified staff who are approved to teach are paid for the additional assignment in accordance with the adjunct faculty pay cycle.
- D. 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.