

CLASSIFIED STAFF TEACHING CREDIT COURSES

References

NOVA Classified Teaching Credit Courses Policy
 VCCS-29: Normal Minimum Criteria for Each Faculty Rank [Policy Link](#)
 VCCS Policy 3.02: Faculty Qualifications for Academic Rank [Policy Link](#)
 VCCS Policy 3.02a: Explanation of Policy – Qualifications of Faculty [Policy Link](#)

Instructions

The Division completes Part A to initiate the request for the classified staff employee to teach. The classified staff member and the classified staff member’s supervisor also complete Part A indicating their acceptance of and approval for the individual to teach as an adjunct faculty.

If this is the employee’s first time teaching or if the existing adjunct assignment has been deactivated, please attach copies of the employee’s transcripts, appropriate certifications, and the updated resume.

Upon completion of Part A, the Division emails the form to credentialing@nvcc.edu for further review and approval. HR will return the approved form to the requesting Division and send appropriate notification to IT. For initial adjunct assignments and reactivations, HR will also provide VCCS-10 with the approved form.

Part A: Employee Information, Requesting Division & Course Information

Name _____ EMPLID _____
 Employee Division _____ Employee Campus _____
 FLSA Status (Circle One) Exempt Non-Exempt

Requesting Division Name _____ Campus _____

| Course Prefix & Number | Course Title | Section | Day(s)/Time | Dates | # of Credits/ Contact Hours |
|------------------------|--------------|---------|-------------|-------|--------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Employee Signature & Date _____

Signature indicates acceptance of teaching assignment as indicated in Part A.

Employee Supervisor Name, Signature & Date _____

Signature indicates approval for the employee to teach as requested.

Division Dean/Director Name _____ **Signature & Date** _____

Signature indicates approval for the employee to teach.

Provost/Vice President Name _____ **Signature & Date** _____

Signature indicates approval for the employee to teach.

Part B: Approvals to Teach

HR Review

FLSA Status (Circle One) Exempt Non-Exempt

Meets VCCS-29 Minimum Qualifications Needed to Teach Yes No N/A

Initial Request to Teach Yes No

Eligible to Teach Yes No **Initials** _____ **Date** _____

HR Notes on Eligibility to Teach

Rank _____ **Rate** _____ **Gross Pay \$** _____

Signatures Required AVP President or Designee

Associate Vice President for HR Name & Signature _____ **Date** _____
Signature indicates approval for the employee to teach as requested.

President or Designee Name & Signature _____ **Date** _____
Signature indicates approval for the employee to teach as requested.

POLICIES and PROCEDURES

- Requests for classified employees to teach must be approved in advance of teaching the course.
- This form should accompany changes in employment status or position as they have an impact on payment.
- Inaccurate or incomplete information will result in the form being returned.
- Classified employees whose FLSA status is Non-Exempt are not eligible to teach credit courses.
- Classified employees approved to teach will be paid as adjunct faculty with monies due incorporated into their regularly scheduled classified pay.
- Classified staff qualifications for teaching 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.
- For initial requests to teach or for reactivation of previously approved adjunct assignments, please include transcripts, appropriate certifications and current resumes with this form. Upon approval, division must initiate request for adjunct assignment through ImageNow adjunct hiring procedures.
- Any changes in employment status (FLSA, position) should be sent to credentialing@nvcc.edu immediately.
- Classified staff 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.
- Generally, classified staff who have been approved to teach are not permitted to teach during their normal working hours.