

**Policy Procedure:** Classified Employees Teaching Credit Classes

**Procedure Number:** 422P

**Contact Information:** [credentialing@nvcc.edu](mailto:credentialing@nvcc.edu)

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

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

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1. Requests for classified employees to teach must be approved in advance of teaching the course.
2. Generally, classified staff 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.
3. For initial approval to teach, the requesting Division must submit Form 105-196 - [Classified Staff Teaching Credit Courses](#) and appropriate credentialing documents to [credentialing@nvcc.edu](mailto:credentialing@nvcc.edu). Human Resources will review the documents and send to the Chief Academic Officer for approval. 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.
4. If approved, Human Resources will send notification to the appropriate parties indicating that the employee may begin teaching and that the Division should finalize the necessary paperwork to add an adjunct job assignment for the employee.
5. Requests to teach (after initial approval) should be submitted using Form 105-196 - [Classified Staff Teaching Credit Courses](#). The form must be approved on the campus prior to being submitted to Human Resources. If approved, Human Resources will send notification to the appropriate parties indicating that the employee may begin teaching.
6. 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.
7. Classified staff who are approved to teach will be paid for the additional assignment in accordance with the adjunct faculty pay cycle. The additional monies will be included in the regularly schedule classified check.
8. 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.