

Volume A2: Academics	A2.03.1 Teaching by Non-Faculty Employees	Responsible Office: Academic Affairs
Chapter 03: General		Responsible Officer: Provost

POLICY STATEMENT

Northeastern Illinois University allows teaching by qualified non-faculty employees when required by programmatic need. Teaching by non-faculty employees is considered above and beyond each employee's normal work and in no way relieves the employee of any of his/her primary work assignments. Teaching classes by non-faculty employees is not a right. Rather, it is an opportunity established based on programmatic need and on the prior approval of the individual's supervisor, the academic Department Chair, the Dean, and the Provost.

PURPOSE OF THE POLICY

This policy is to establish the parameters for approving and compensating teaching by non-faculty employees.

WHO IS AFFECTED BY THIS POLICY

All non-faculty employees and their supervisors, as well as Department Chairs, Deans, and the Provost.

DEFINITIONS

Non-Faculty Employees – All employees with assignments other than teaching as their official responsibilities.

REGULATIONS

If a non-faculty employee is offered and chooses to accept a teaching assignment, this activity (including preparation time, grading, and meeting with students) must take place outside of his/her normal working hours. The employee will not reduce his/her normal work hours due to the teaching assignment.

A non-faculty employee teaching assignment is compensated as an extra duty and is not an activity performed as a substitution for performing his/her normal job responsibilities. A non-faculty employee does not earn compensatory time or release time from his/her normal work day for teaching.

The Provost/Vice President for Academic Affairs sets the basic rates for teaching by non-faculty employees on a year-to-year basis. The Provost/Vice President for Academic Affairs can exceed the basic rates for individuals in extraordinary situations. Compensation for non-faculty University Professionals of Illinois bargaining unit members is determined by the collective bargaining agreement in place.

A non-faculty employee's teaching assignment does not result in the attainment of any academic benefits, union membership, or faculty rank.

PROCEDURES

Each college and department has the authority to establish the criteria for hiring non-faculty employees for teaching assignments. Each college and department is responsible for determining the need for non-faculty



employee teaching assignments and to recommend filling those with qualified employees as the department chooses.

1. When the academic department decides to fill a teaching assignment with a non-faculty employee, the non-faculty employee must seek and receive written approval from his/her supervisor prior to accepting the teaching assignment. If approval is not granted by the supervisor, the non-faculty employee should notify the originator of the assignment that he/she does not have approval to accept the teaching assignment. In approving the request, the non-faculty employee's supervisor is certifying that the employee's teaching is not during his/her normal working hours and will not negatively impact his/her primary work assignments.
2. If the non-faculty employee's supervisor approves the request, the Coordinator, if in a combined department, recommends the appointment; and the related forms are sent to the Chair.
3. If the Chair approves or has originated the recommendation, it is sent to the Dean. If the Dean does not approve, the recommendation is returned to the Chair.
4. If the Dean approves the recommendation, it is sent to the Provost/Vice President for Academic Affairs for consideration. If the Provost/Vice President for Academic Affairs does not approve the recommendation, it is returned to the Dean.
5. If the Provost/Vice President for Academic Affairs approves the recommendation, the non-faculty employee may teach the specific course during the specific academic term as identified on the form.
6. Hiring of non-faculty employees for teaching assignments will follow the normal adjunct hiring process using the appropriate Human Resources documents prior to the start of the academic term. The non-faculty employee's supervisor must co-sign the line for "Unit Head Signature" on the Adjunct Lecturer Employment Assignment form. The day(s) and the meeting times of the course must be written by the Unit Head below the "Course Title" on the Adjunct Lecturer Employment Assignment form.

GUIDELINES

The non-faculty employee's acceptance of a teaching assignment may only be done to meet the need of the academic department and with the advance knowledge and written approval of the non-faculty employee's supervisor. Normally, a non-faculty employee may not teach, nor be compensated for, more than one course in a given academic term.

HISTORY

08/27/2013 – Revised; revised policy code number
 Formerly Administrative Memorandum No. 9 – Teaching by Employees Other Than Faculty, effective dated 03/01/1995

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Provost/Vice President for Academic Affairs	(773) 442-5420	

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.