

Policy Title: Staff Teaching Policy

Policy Number: BU-PP 034

Date Issued: January 15, 2007

Responsible Executive: Vice President for Human Resources

Date Last Revised: February 9, 2021

Responsible Office: Human Resources

Staff Teaching Policy BU-PP 034

Policy Statement

This policy establishes the University's position regarding staff employees teaching outside of their primary job duties. Only in rare circumstances when the teaching need cannot be met by current faculty or by hiring an individual who is not currently employed, Baylor University will allow qualified staff to teach graduate or undergraduate courses on a temporary basis.

Reason for the Policy

Staff employed by Baylor University are a valuable resource who provide expertise and support through their primary job functions. It is the policy of Baylor University to provide an environment where staff can focus their time, effort, and energy on their primary job functions resulting in effective job performance. This policy outlines the University's position and procedures regarding staff employees teaching.

In some circumstances, qualified staff can be employed to teach academic courses, in addition to their normal position and responsibilities. In such cases, it is important to coordinate the responsibilities of the employee's normal duties with the additional teaching responsibilities.

Individuals/Entities Affected by this Policy

This policy is intended for all staff employees who have full responsibility for teaching a for credit course as a "teacher of record," for which he or she receives supplemental compensation.

Exclusions

- Faculty hired through the Provost’s faculty recruitment and hiring process
- Staff members who teach a course or courses as a part of their primary job, such as a lab coordinator or program advisor, so long as the teaching responsibility is clearly defined in his or her job description
- Occasional lectures or short presentations by staff members

Related Documents and Forms

University Policies and Documents

[BU-PP 034A – Staff Teaching Request & Authorization \(STRA\) Form](#)
[Office of Provost Recruitment and Hiring Process guidelines](#)

Other Documents

Fair Labor Standards Act (FLSA)

Definitions

These definitions apply to terms as they are used in this policy.

Adjunct Teaching	A limited-term, part-time teaching role that is non-tenure track.
Exempt	Jobs that are exempt from the legal overtime requirements. Exempt jobs are paid on a monthly, salary basis.
Non-Exempt	Jobs that are not exempt from legal overtime requirements. Non-exempt jobs are paid on a bi-weekly basis and entitled to overtime pay for all time worked beyond 40 hours per week.
Teaching	Any paid employment within the University where the primary focus is teaching “for credit” undergraduate or graduate courses outside the normal responsibilities of the employee’s primary job.

Contacts

Subject	Contact	Telephone	Office email/website
Policy Questions	Human Resources	254-710-2000	askhr@baylor.edu

Responsibilities

Office of the Provost	The Provost Office oversees the academic enterprises by providing the vision, leadership, and promoting excellence in teaching, learning, and research. The Provost Office also oversees the faculty recruitment and hiring process and makes the final recommendation to the President on faculty appointments. The Provost Office is responsible for confirming appropriate teaching credentials.
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2. Staff Teaching Policy (BU-PP 034)

Human Resources	The Baylor HR Office is responsible for supporting the hiring and compensation processes and procedures for all faculty and staff.
Payroll	The Payroll Office provides accurate and timely payments to staff and faculty.
Staff Member	Staff members should not solicit opportunities to teach courses as a supplement to their regular salaries.
Primary (Home) Department	This department must determine if release time, time during the workweek spent teaching, is appropriate. This department will be responsible for benefit costs if an additional assignment requires the offer of benefits. Therefore, the home department must approve the additional assignment.
Teaching Department	The teaching department is responsible for determining acceptable qualifications in accordance with University policy.

Principles

Under Fair Labor Standards Act (FLSA), non-exempt employees must be paid overtime for any work performed for a single employer. Non-exempt status is established by the employee's primary job duties regardless of any secondary assignment.

Baylor University will only allow qualified staff to teach graduate or undergraduate courses on a temporary basis when the teaching need cannot be met by current faculty or by hiring an individual who is not currently employed. In these rare instances, qualified staff members may teach no more than three credit hours per semester and must be preapproved as detailed in the Procedures below. These uncommon instances rarely occur over multiple or consecutive semesters.

Faculty should not commit to staff members the opportunity to teach courses before obtaining proper authorization.

Primary/Home departments who have non-exempt, hourly staff being asked to teach must consider the following **before** approving the request for the hourly, non-exempt staff member to teach:

- Non-exempt staff members are to record all hours worked in each assignment area. For hours worked over 40 in a work week, overtime must be paid. For hours worked over 30 hours a week on a regular basis, benefit eligibility will be granted.
- The requesting teaching department must consider equity in pay rate should the request require an hourly rate of pay for a non-exempt staff to be paid for the teaching assignment including overtime pay.
- The staff member's primary/home department will be responsible for reviewing and approving timecards for hours worked both for the primary assignment and teaching assignment including any overtime hours, if applicable. The primary

department must be prepared to fund any overtime incurred by the teaching assignment.

- If the additional teaching assignment transitions the staff member into benefit eligibility, the primary department should be prepared to fund any increased benefit costs.
- The home department should consider the current and future workload of the employee's primary assignment and availability to add a teaching assignment and associated workload. This includes current work performance and upcoming projects that would create a hardship to add a teaching assignment.

Procedures

The Dean of a school or college, or their representative that is requesting a staff member teach a class shall obtain approval from the primary department supervisor and authorization from the Provost's Office. Business Officers from both the home/primary department and the teaching department should approve of any non-exempt staff teaching due to the potential of unexpected additional costs. No teaching assignment will be extended to a staff member until and unless the staff member's supervisor concurs.

The request for approval must be done each semester, to include a review of the number of hours for the course, the course time, and the amount of pay. Any additional pay proposed should not exceed the base lecturer/adjunct rate of pay set by the academic department or the particular discipline and course. Other situations that may arise will be handled on an exception basis (the appropriate Human Resources Consultant will be contacted to request exceptions).

This authorization is completed through the [Staff Teaching Request and Authorization Form \(STRA\) BU-PP 034A](#).