

Adjunct Faculty Teaching by Salaried Exempt Staff and Executive Employees

Clarification of Policy and Administrative Procedure

Approved by President's Council March 26, 2015

Revision approved by President's Council October 13, 2016

Utah Valley University recognizes that some exempt staff and executive employees may be academically qualified to teach as adjunct faculty. This clarification of University policy and administrative procedure provides direction to exempt, non-faculty employees who may apply for adjunct teaching assignments or who are currently fulfilling adjunct faculty assignments. This document does not apply to employees who are required to teach specific courses as part of their normal job responsibilities with no additional compensation beyond base pay.

As a general rule, a qualified salaried exempt staff or executive employee who chooses to accept an adjunct teaching assignment may do so with approval from her/his immediate supervisor, dean of the school/college of the course, and supervisory vice president, following University policies, guidelines, and procedures. Additionally, the following provisions apply:

- Exempt, non-faculty employees are limited to a one section (or up to three credits, whichever is greater) adjunct teaching assignment per semester.
- Employees are responsible to obtain prior approval before the teaching assignment begins by completing the Overload Assignment Authorization form. If prior approval is not obtained, employees are not eligible to be considered for an adjunct assignment the following semester.
- The adjunct teaching assignment, including the related work (e.g., class preparation, grading, advising/meeting with students, etc.), may not conflict with the employee's normal work schedule and the operations of the employee's department.
- According to Policy 325, class meeting times are to be outside of the employee's normal working hours. If class meeting times occur during the employee's normal work schedule, the employee is required to a) use his/her lunch hour or b) adjust the start or end time of his/her regular work day with approval of his/her supervisor.
- The employee must be in good standing and not under any formal corrective action (i.e. Written Warning Notice or Final Written Warning Notice).

Special Note: An additional section (or up to three additional credits) may be taught outside of the employee's normal work schedule (specifically evening, weekend, or online) by an exempt, non-faculty employee IF pre-approved through the completion of a special exception request by the employee's supervisor/dean AND with approval of the Senior Vice President of Academic Affairs. This exception is only available during a two-year transition period (ending at the completion of Spring Semester 2017) at which time salaried exempt staff and executive employees will be limited to a one section (or up to three credits, whichever is greater) adjunct teaching assignment per semester.

Overtime Restrictions for Nonexempt Employees

Although the University recognizes that some nonexempt employees may qualify academically to teach as an adjunct faculty member, nonexempt employees **may not** have adjunct teaching assignments. President's Council and Academic Affairs Council, in consultation with Human Resources and General Counsel, reached this determination through numerous discussions and information gathering particularly on the issues of timekeeping/recordkeeping and pay equity for individuals with adjunct teaching assignments. Nonexempt employees must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay in accordance with the Fair Labor Standards Act. Nonexempt employees, with appropriate supervisor approval, may be authorized for overtime work **other than adjunct teaching** within their department/division, and, in exceptional circumstances that are in the best interest of the university, in another university division. Authorization for overtime work in another division requires prior authorization by the employee's immediate supervisor and the executive leaders of both the employee and the division in which the overtime work will be performed. Information and forms related to these additional overtime assignments are available through Human Resources.

References:

- UVU Policy 325, Workload for Full-Time, Non-Faculty Employees
- UVU Policy 327, Overload for Exempt, Non-Faculty Employees