



## POLICY STATEMENT TEACHING ASSIGNMENTS FOR NON-FACULTY PERSONNEL

### POLICY DIGEST

Monitoring Unit: Office of Academic Affairs  
Initially Issued: August 22, 1977

### I. PURPOSE

To define circumstances under which non-faculty employees of the University may teach courses for credit.

### II. DEFINITIONS

Non-faculty employees of the University are all those employees who are not specifically named to the faculty ranks of Instructor or above or equivalent as defined in the By-Laws and Regulations of the Board of Supervisors.

### III. GENERAL POLICY

Teaching assignments for University employees who do not hold faculty appointments will be approved only for persons who can qualify for appointment as part-time Instructor or above. The teaching appointment should be effected by adding the following to the employee's current job title:  
appropriate rank)

appropriate if the teaching assignment falls outside the employee's  
the appointment shall be without additional compensation and cross-  
department involved. A teaching assignment falling within the employee's  
be approved by appropriate supervisors. An employee who teaches  
similar duties may teach no more than one class per semester.

Faculty personnel will be made for one semester at a time, unless there is  
that is clearly to the advantage of the University. In any case, a  
specified, and remarks will show that beginning and ending dates apply  
Form 3 should also carry the remark, "This instructional service is of  
tenure."

Academic Affairs, January 24, 1975, on the subject of Teaching  
Personnel