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1. PURPOSE:

The purpose of this section is to define the conditions for compensation for additional teaching assignments.

2. PROCEDURE:

It is the responsibility of the department head of each department to schedule courses and ensure that instructional needs of the department and college are met. After determining full-time faculty teaching assignments, the department chairman may meet the remaining needs by employment of part-time faculty or the use of full-time faculty. The following procedures and guidelines will be followed when requesting full-time faculty for teaching classes when additional compensation will occur.

Procedure

The division head must submit a written request to the vice president for Academic Affairs for use of a full-time faculty member to teach classes under these circumstances.

Guidelines

The following guidelines will be considered when requesting

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and approving full-time faculty for teaching classes requiring additional compensation:

1. Agreement of the instructor involved.
2. The shortage of available instructors in the area of specialty.
3. The need for the full-time instructor's credentials, technical skills, equipment knowledge, etc.
4. Teaching load for the past year.
5. Number of different preparations.
6. Other duties such as number of advisees, committee assignments, etc.

Compensation

Compensation will be in payment based on the pay by course basis.