

HUMAN RESOURCES

Effective Date: April 2,
2014

Date Revised: N/A

Supersedes:
Instructional Activities

Related Policies: N/A

Responsible
Office/Department:
Human Resources
Management

Keywords: extra
compensation; guest
lecture

Policy on Teaching for Administrative/Professional Staff

I. Purpose and Scope

This policy establishes the parameters for the teaching of university courses by administrative and professional staff.

II. Definitions

N/A

III. Policy

Administrative/professional staff may not teach more than one course per academic term that conflicts with their regular work hours.

IV. Additional Information

Time away from an individual's regular administrative or professional work assignment to teach should not disrupt or adversely affect his/her departmental responsibilities as determined by the unit manager with the concurrence of the area vice president.

Conference hours, class preparation and other ancillary activities, and online instructional activities cannot be performed during the individual's regularly scheduled work hours. Any work hours missed due to presence in the classroom must be made up.

The entire arrangement, including payment of compensation or honoraria, is subject to the prior approval of the individual's area vice president. Approval must be obtained for each individual course section taught. Approval of arrangements for

teaching in one year does not guarantee ongoing approval of the same or similar arrangements.

Qualified administrative/professional staff members who teach a course outside of their regular work hours are entitled to receive appropriate compensation as a part-time lecturer at rates established by the individual programs, provided all the responsibilities for the course are performed outside of regular work hours.

V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230; HRMInfo@neu.edu