Qualified, staff employees may receive additional compensation to teach curriculum or continuing education courses, so long as the following requirements are met:

1. Teaching must be approved by the employee's immediate supervisor and performed outside normal work hours.
2. Extra compensation will be limited to teaching up to nine (9) contact hours.
3. Extra compensation will not be paid to Deans, Associate Vice Presidents, Vice Presidents, or the President.
4. Employees will not be paid extra compensation for courses which they organize.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

PROCEDURE HISTORY

February 2016	Adopted.
November 18, 2026	Reorganized as Procedure 3.1.7.2 - Teaching Compensation for Staff Employees