

## **STAFF TEACHING AS ADJUNCT OR INSTRUCTORS**

Employees with staff classifications interested in teaching must meet candidate requirements for either adjunct Faculty or Continuing Education instructor positions. Proposed Continuing Education courses will be accepted based on college needs. Full-time exempt staff may be offered adjunct faculty and Continuing Education instructor contracts. It is expected that teaching assignments will not coincide or overlap with regularly scheduled staff hours and class preparation will be done outside of regular hours.

Non-exempt staff will be permitted to teach Continuing Education courses and workshops that are offered on a limited basis. Staff must log all working hours including course preparation and they will be expected to work less than forty (40) hours per week when combined with their regular staff position.