

	POLICY	Motion No.	EXEC 1026-2012
	Part-Time Teaching by Administrative Staff	Effective Date	10/23/2012
		Responsible Department	Human Resources
		Attorney Review / Date	[Attorney Name] [Date]

SCOPE

The purpose of this policy is to provide information and guidance to full-time employees of the College who are interested in teaching courses at Pennsylvania Highlands Community College.

POLICY

All full-time employees of the College who do not hold faculty positions are not permitted to teach classes during the regular business hours (8:00am-4:30pm) of the College. Exceptions may be made in cases of dire emergency but these exceptions must be approved by the President.

Full-time employees of the College who do not hold faculty positions will be permitted to teach Academic and Career Planning (ACP) classes during the day provided (1) they have the permission of their immediate supervisor to do so, (2) have made appropriate arrangements such that their regular work assignment is not impaired in any way, and (3) they have been trained to teach ACP in a manner that conforms to the expectations of the faculty in charge of the ACP curriculum.

Non-faculty full-time employees of the College may accept teaching assignments in the evenings or online provided they have the permission of their supervisor to do so and provided the teaching assignment does not interfere with their regular work assignments.

Teaching assignments and limits will be assigned according to the Collective Bargaining Agreement held between the College and the faculty union.

Effective Date	Motion Number	Document Author	Description of Change
8/25/17			Changed FYE course name to Academic and Career Planning (ACP)
4/05/2017			Editorial Changes
10/23/2012	EXEC 1026-2012	Human Resources	Initial Release