Charleston Southern University

Staff Adjunct Teaching Policy

Effective September 18, 2008

Charleston Southern University recognizes that some staff members may be qualified for adjunct teaching. This policy outlines the guidelines for staff members who perform adjunct teaching assignments.

As a general rule, University staff members or coaches may not teach classes during their normally scheduled working hours. These hours are 8 a.m. to 5 p.m. for most employees, but may vary. On rare occasions, the University may approve exceptions to this policy. When this circumstance arises, the chair of the department responsible for the course may petition a staff member’s supervisor and vice president for approval for the staff member to teach during regularly scheduled work hours. The department chair’s request should include the extenuating circumstances that make it impossible to offer the course during a time when the employee is not scheduled to work.

Staff members must complete all preparation, grading, advising, and other work associated with the class outside regularly scheduled work hours. Staff members are not permitted to teach more than one class per term and not more than three hours (four if a lab is associated with the course) per term. Staff members may not leave early from regularly scheduled work to accommodate adjunct teaching preparation.

No additional compensation will be paid to staff members for teaching during regularly scheduled work hours. Employees teaching outside regularly scheduled work hours will receive additional compensation at the current adjunct rate.