



ROLLINS POLICY

Title:	Instructional Compensation for Staff	Type:	Human Resources
No:	HR 7200	Approval Date:	1-27-2014
Responsible Office:	Human Resources	Approved By:	P&BC, Pres Staff, Pres
Next Review:	2019	Revision No:	

I. Purpose/Introduction/Rationale

Rollins staff members are sometimes asked to provide instructional services for the College on an adjunct faculty basis. This policy provides guidance for making such instructional teaching appointments for full-time staff members. Instructional appointments for staff members employed less than full-time must be reviewed by the staff member's immediate supervisor and Director of Human Resource to determine the impact of teaching on employment status.

II. Definition(s)

For the purposes of this policy, staff members are defined as those individuals whose full-time, primary appointments are in the staff job family (including administrators).

Supplemental instructional compensation addressed in this policy applies only to staff whose teaching responsibilities are not otherwise addressed in letters of appointment.

Instructional teaching appointments are those where the primary focus is on teaching and instruction for credit or non-credit undergraduate or graduate courses offered by the College.

This policy applies only to full-time staff members who are assigned full or co-responsibility for teaching a class; occasional lectures or short presentations are not covered under this policy.

Classes may be taught in any of the formats currently in use by the College, e.g., fall term, intersession, spring term, summer term, short-courses, blended courses, and study abroad, etc.

III. Procedure or Application

1. Academic departments seeking instructional services from a staff member should first request approval from the staff member's supervisor.
2. The appropriate Dean reviews and confirms the staff member's teaching credentials and determines eligibility to teach and grants permission for an adjunct appointment in accordance with the College's Faculty Credentialing Policy, as well as adjunct faculty qualifications policies established by the faculties or academic departments of the College.

Instructional appointments for staff members employed less than full-time must be reviewed in consultation with the Dean, the staff member's immediate supervisor, and the Director of Human Resource to determine the impact of teaching on employment status.

3. Once approved to teach, the determination and amount of supplemental compensation must be made and communicated to the staff member before any teaching assignments are offered. The staff member may then be contracted for instructional services on an adjunct faculty basis.
4. Staff members may not be contracted for more than six (6) semester hours of compensation credit per semester across all programs of the College.
5. Staff members appointed at the rank of Dean, Assistant or Associate Vice President, or above, and those who hold faculty status (e.g., tenure-track, tenured, or courtesy faculty appointments) do not normally receive supplemental compensation for instructional services.

6. The amount of supplemental compensation will be determined based on the College's articulated adjunct pay scales as published in the Faculty Handbook, prorated as necessary based on compensation credit to be paid.

IV. Related Policies or Applicable Publications

Rollins College Faculty Handbook, Adjunct Faculty Instruction and Credentialing,
<http://www.rollins.edu/provost/documents/Rollins-College-Faculty-Handbook.pdf>.

Rollins College Faculty Handbook, Adjunct and Overload Pay,
<http://www.rollins.edu/provost/documents/Rollins-College-Faculty-Handbook.pdf>.

AC 2001 Academic Faculty Credentialing, <http://www.rollins.edu/provost/documents/Rollins-College-Faculty-Handbook.pdf>

V. Appendices/Supplemental Materials

None.

VI. Rationale for Revision

Not applicable at this time.