



## Manual of Policy and Procedures

Title  <b>TEACHING ASSIGNMENTS FOR ADMINISTRATIVE PERSONNEL</b>	Number  206	Page  1
	Date  <b>5/26/16</b>	

### PURPOSE

The purpose of this policy is to provide guidelines for the assignment of teaching responsibilities to administrative personnel in the Vermont State Colleges.

### STATEMENT OF POLICY

Administrative personnel may be assigned temporary or occasional teaching responsibilities by mutual agreement of the individual administrator and the College President. Teaching assignments for administrative personnel may be authorized by the College President when deemed in the best interest of students and the College. An administrator who is assigned teaching responsibilities must meet the minimum degree requirements applied to part-time faculty.

Administrative personnel with teaching assignments beyond those specified as part of their regular appointment shall be paid at a rate consistent with the VSC part-time faculty pay rates applicable to the college where the course is being taught. Teaching assignments for administrative personnel shall generally be assigned outside of normal working hours and shall not diminish their regularly assigned responsibilities and availability.

Full-time administrative personnel may not teach more than one course or a maximum of four credit hours in one semester without written approval by the College President or designee. If teaching responsibilities are to be incorporated into an administrative appointment, the appointment letter shall describe these responsibilities and the salary assigned shall encompass all responsibilities.

Any activity or expense related to federal grants or contracts must comply with 2 *CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, in addition to the provisions above.

Signed by: \_\_\_\_\_  
Jeb Spaulding, Chancellor