



Office of Academic Affairs
Office of Human Resources

Administrative Policy (Staff)
Teaching Policy
Domestic (U.S.) Campuses

Policy Information

Effective Date: January 1, 2014 (Spring 2014)

Last Updated: May 12, 2014

Status: Approved

Responsible Unit: Office of Academic Affairs, Office of Human Resources

Related Procedures: Adjunct Faculty Approval Process

Reason for Policy

To acknowledge that Webster University staff may pursue teaching on an occasional, as needed basis and ensure that those hired in staff/administrator roles give priority to their staff position and pursue teaching opportunities outside their regular staff duties with reasonable limits that allow the University to maintain the highest quality of instruction by appropriately balancing administrative (staff/administrator) duties with additional (adjunct) instructional responsibilities.

Policy Statement

Staff/administrators are limited to one (1) three (3) credit hour course per term or semester, not to exceed two (2) three credit hour courses per academic year.

Academic administrators and staff whose positions require some teaching as part of their responsibilities will not teach additional courses (“overload”) beyond the limits established for staff (maximum of one course per term/semester, two courses per academic year).

Eligibility

Employees must be in good standing in their primary, staff role to be eligible to teach.

Fulltime exempt (salaried) staff/administrators may be eligible to teach.

Part-time exempt (salaried) staff/administrators may be eligible to teach, but total hours should not exceed an equivalency of twenty-nine (29) hours when combined with an individual’s standard approved schedule.

| Number of courses | Number of credit hours | Maximum staff hours per week |
|-------------------|------------------------|------------------------------|
| | | |

| | | |
|---|---|----|
| 1 | 3 | 20 |
| 2 | 6 | 11 |

Non-exempt (hourly) staff are not eligible to teach.

The standard academic guidelines and policies on required credentials, course approvals, and core course restrictions apply for all instructional appointments.

- Individuals must have proper academic and experiential credentials and be approved by the School/College to teach a course.
- Webster University graduates would generally not be approved to teach if the Webster University masters degree is the highest degree earned.
- Individuals may not be approved to teach more than two courses in one area of concentration.

Guidelines

Teaching by staff/administrators is limited to non-business hours; hours beyond an individual's regular business schedule.

Teaching by staff/administrators may not replace regular business hours or responsibilities.

Employees should consult with his/her supervisor to ensure an appropriate balance between administrative duties and additional instructional responsibilities.

St. Louis staff/administrators will coordinate their teaching (seek prior approval) from their designated senior management.

Extended campus staff/administrators will coordinate their teaching (see prior approval) from their administrator in St. Louis (the appropriate associate vice president).

For purposes of these guidelines, administrative appointments and/or team appointments are considered equivalent to a course section. Generally, staff/administrators should not also hold secondary administrative or team appointments.