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UNIVERSITY OF WEST GEORGIA

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Area Employment (Procedures)
Responsible Party Chief Human Resources Officer

Classified Employee Teaching

Authority for Procedure granted by UWG PL #4001, Human Resources Administrative Practice and Services.

The University of West Georgia (UWG) recognizes that Classified Employees may possess subject matter expertise, professional experience, and specialized skills that contribute meaningfully to the University's academic mission. The University may permit qualified Classified Employees to teach Credit-bearing or Non-Credit-Bearing courses when such service supports institutional needs and does not interfere with their assigned job responsibilities.

This procedure establishes the eligibility requirements, approval process, and expectations governing Classified Employee instructional assignments.

A. Eligibility and Approval Requirements

Full-Time Classified Employees working 30 or more hours per week may serve as Instructors of Record if they meet all University teaching and credential requirements.

All teaching assignments must be approved before the academic term begins through the University's Outside Activities Disclosure process. See *UWG PL4001, Conflict of Commitment and Interest.*

Supervisor approval alone does not authorize an employee to teach, and supervisors are not obligated to approve a staff teaching assignment. Final approval rests with the Provost and Chief Human Resources Officer or their designees. Academic Affairs is responsible for reviewing academic qualifications and instructional need. The Office of Human Resources is responsible for reviewing compliance with employment, workload, compensation, and applicable personnel requirements.

Before the appointment, the academic department must confirm that the employee meets all faculty credential requirements established by the University System of Georgia (USG), accrediting bodies, and University policy. Academic Affairs and the Office of Human Resources (OHR) must also confirm that the assignment meets applicable academic, workload, compensation, and employment requirements.

Any unresolved issues will be referred to the Provost and Chief Human Resources Officer, or their

designees, for final review and decision.

Teaching assignments are approved for **one academic term at a time**. Employees must receive new approval for each term.

By approving the assignment, the employee's supervisor confirms that:

- teaching will not interfere with the employee's primary job duties;
- the employee's most recent performance rating is **"Successful" or higher**; and
- the employee has not received disciplinary action within the past 12 months.

The University may deny, place conditions on, or revoke a teaching assignment if it:

- affects the employee's job performance, attendance, or conduct;
- interferes with department or University operations; or
- creates an Actual or Perceived Conflict of Interest or Commitment, Evaluative Conflict, or other conflict with the employee's primary job responsibilities.

B. Teaching Load and Scheduling

Responsibilities associated with an employee's regular staff or administrative appointment take precedence over teaching assignments. Teaching assignments may be modified, delayed, or discontinued when necessary to meet institutional operational needs.

A Classified Employee may teach no more than four Credit Hours during any full academic semester and summer. This limitation generally permits one course and any associated laboratory section, where applicable, and includes courses taught at UWG or any other institution, including but not limited to eCore, other USG institutions, and non-USG institutions, etc.).

Instructional assignments, whether Credit-bearing or Non-Credit-Bearing, shall not exceed a workload reasonably equivalent to four Credit Hours per full academic semester and summer unless specifically approved by Academic Affairs and OHR. Exceptions will be granted only in limited circumstances and must be supported by compelling institutional need and sufficient written justification.

Teaching responsibilities must be performed outside of the employee's Regular Work Schedule.

For online or asynchronous courses, employees must ensure that course administration activities, including grading, student communications, office hours, course preparation, and course management, are conducted outside the Regular Work Schedule unless otherwise approved.

Exceptions permitting instruction during an employee's Regular Work Schedule require advance approval from Academic Affairs and OHR and must comply with UWG PL 4001p, Conflict of Commitment and Conflict of Interest.

Such exceptions are expected to be rare and will be approved only when the University determines that instruction during the employee's Regular Work Schedule is necessary to meet an institutional need. When completing the Outside Activities Form, the employee should include written justification that demonstrates:

1. Student demand for the course cannot be reasonably accommodated through existing course

offerings;

2. No qualified limited-term, part-time, or other available instructor can be assigned to teach the course at the required time; and
3. The proposed arrangement will not interfere with the employee's ability to fulfill the responsibilities of their primary position.

University facilities, technology resources, and other institutional resources may be used only to the extent authorized for the approved instructional assignment and may not interfere with the performance of the employee's professional or administrative responsibilities.

C. Faculty Appointment and Compensation

A Classified Employee approved to teach a Credit-bearing course shall receive a temporary part-time faculty appointment for the limited purpose of providing instruction.

The appointment:

- Is separate from the employee's Classified Employee appointment;
- Does not confer faculty rank, tenure eligibility, faculty governance rights, or any rights and privileges associated with a regular faculty appointment;

The employee shall remain subject to all policies, procedures, and employment conditions applicable to the instructional assignment. Compensation shall be administered in accordance with University practices. Exempt employees shall be compensated based on established part-time faculty practices, discipline, and academic credentials.

Classified Non-exempt Employees under the Fair Labor Standards Act (FLSA) may teach only when all instructional duties and related hours can be tracked and compensated in accordance with applicable wage and hour requirements. Advance approval from the dean of the college/school offering the course, in consultation with OHR, is required for assignments that may result in overtime; however, all compensable hours worked over 40 in a workweek must be compensated as required by law, regardless of prior approval. Compensation may differ from that of other part-time faculty when necessary to ensure compliance with applicable wage and hour requirements.

D. Termination

An instructional assignment approved under this procedure shall automatically terminate upon completion of the assignment.

The University reserves the right to discontinue, modify, or terminate an instructional assignment at any time based on institutional needs.

Separation from a Classified Employee position may result in termination of the instructional assignment unless the University approves the individual's continuation in the instructional role through the end of the assignment.

If an academic department seeks to retain a Classified Employee as an instructor following separation from University employment, the individual must first separate from the Classified position and be

appointed to a part-time faculty position through the University's standard faculty hiring and approval processes.

E. Compliance

Failure to comply with the requirements of this procedure, including but not limited to exceeding approved teaching limits, performing teaching activities during work hours without appropriate approval, failing to adequately perform primary job responsibilities, falsifying or omitting required disclosures, or otherwise failing to adhere to University policies and procedures, may result in corrective action.

Depending on the nature and severity of the violation, the University may:

1. Revoke approval for the teaching assignment;
2. Remove the employee from the course or instructional activity;
3. Deny future requests to serve as an Instructor of Record;
4. Require repayment of compensation received in error, where permitted by law; and/or
5. Impose appropriate disciplinary action related to the employee's staff appointment, up to and including termination of employment.

The University reserves the right to discontinue a Classified Employee's teaching assignment at any time when it determines that the assignment is no longer consistent with operational needs, employee performance expectations, applicable law, or the best interests of the institution.

Definitions

Actual Conflict of Interest - A situation in which an employee is in a position to influence, either directly or indirectly, University business, research, or other decisions in ways that could lead to gain for the employee, the employee's family, or others to the detriment of the University's integrity and its mission of academic excellence, research, and public service.

Apparent Conflict of Interest - A situation in which a reasonable person could conclude that an employee's ability to protect the public interest or perform official duties is compromised by a personal, professional, financial, or business interest, even if no actual conflict exists.

Classified Employees - Staff Professional and Administrative, and Staff Non-exempt employees as defined below:

- **Staff Professional and Administrative Employees** are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities. (This group does not include faculty or graduate assistants); and
- **Staff Non-Exempt Employees** are not exempt from the federal wage-hour provisions of the Fair Labor Standards Act (FLSA).

Conflict of Commitment - A situation in which the aggregate time an employee devotes to outside activities, employment, or pursuits interferes with the employee's ability to meet their University duties and responsibilities. Examples of Conflicts of Commitment include, but are not limited to, outside

employment, consulting, political/public service, etc.

Credit Hour - A unit of academic instruction recognized by the University and assigned to a course in accordance with applicable USG and accreditation requirements. Defined by federal law as a unit of academic instruction work representing at least one hour of direct instruction plus a minimum of two hours of out-of-class student work per week for about 15 weeks, or an equivalent amount of instruction for other academic activities.

Full-Time - 30 or more hours per week or .75 FTE and greater, which applies to regular faculty and regular staff employees.

Instructor of Record - the individual officially assigned to a course or course section and holds primary responsibility for its delivery and administration.

Non-Credit-Bearing Course - A course, workshop, training program, continuing education offering, or other instructional activity that does not result in the award of academic credit.

Regular Work Schedule - Assigned schedule established by the employee's supervisor that identifies expected work hours, including start times, end times, and meal/break periods. The schedule should align with departmental operational needs and be reviewed with the employee at the beginning of each academic term in which the employee seeks approval to teach.

Forms

- Outside Activities Disclosure Form

Guidelines/Related Material

- Fair Labor Standards Act (FLSA)
- UWG PL 4001p, Conflict of Interest and Commitment and Interest Procedure
- UWG PL 4001, Human Resources Administrative Practice and Services

Approval Signatures

Step Description	Approver	Date