



## **Staff as Instructors**

The following procedures will guide you through the standard requirements of hiring current staff as instructors. Because unique circumstances may exist for some situations, please contact the Human Resources Department with any questions.

1. Staff members in this SOP are defined as both Contract Professional, Contract Administrators and Hourly Staff members.
2. Staff members may be used as instructors on a case-by-case basis, with approval of the Dean/CEO.
3. Staff members will only be considered for instructor positions when all other alternatives have been exhausted. Hiring managers must fully justify the exception to use a staff member as an instructor.
4. Prospective staff members must fully possess the qualifications to teach the course in question. The Academic Division Director will review all academic credentials prior to hire.
5. Staff members must be performing their current position satisfactorily as documented on their most recent performance appraisal and successfully completed their probationary period.
6. Staff members must not be subject to any current disciplinary action or performance improvement plans.
7. Staff members' supervisors must agree to the hiring in writing; to include the likely event the staff member will need an alternative work schedule approved.
8. Each exception granted will stand on its own and should not be construed as blanket approval for future consideration.
9. The primary job of the staff member is the one for which they were hired, not teaching the additional course.
10. Generally, courses may not be taught during the normal operating hours of 8-5; exceptions to this will be evaluated on a case-by-case basis and approved by the

Dean/CEO.

11. The hiring request must be submitted to Human Resources and approved by the Dean/CEO before an offer is made.
12. Staff members will be compensated under a separate contract.
13. Compensation amounts will be determined by Human Resources in coordination with the appropriate program coordinator. All compensation amounts/rates will be in compliance with federal and state law, as well as applicable collective bargaining agreements.
14. Instructor positions will be filled through normal recruitment and selection processes.