



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE 2.13.27 Teaching Classes at Kishwaukee College (Non-Faculty Employees)	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: October 12, 2010; February 21, 2012; March 12, 2024</i>
	<i>Revised: February 21, 2012; March 12, 2024</i>

Effective Fall 2024: It shall be the policy of the Board to allow qualified exempt employees whose primary position at the College is in a non-faculty position and who meet minimum credential requirements for the position, to teach up to a maximum of six contact hours extra-pay assignments per semester.

All assignments requires the recommendation of the Vice President of Instruction and the signed approval of the immediate supervisor, the appropriate Senior Leadership Team member, and the College President. This approval process must be completed for each semester in which the non-faculty employee teaches a course.

Permission to teach may be granted to non-faculty exempt employees based on the following:

1. Employee will be allowed to teach only after full-time faculty base load requirements are satisfied, and after qualified part-time faculty are considered.
2. Employee is a Fair Labor Standards Act (FLSA) exempt employee.
3. Employee meets the minimum qualifications to teach as set out by the College and Accreditation bodies.
4. Employee teaching classes at Kishwaukee College is to give primary attention to their full-time position at the College.
5. Employee may teach a maximum of three contact hours per semester so as to prevent a conflict of time commitment.
6. Employee teaches courses outside of the employee's regularly scheduled working hours; or arrangement has been made with the immediate supervisor to modify the normal working hours and it does not interfere with normal position or office responsibilities. Employee must make up all work hours missed due to teaching. Class preparation, grading, meeting with students and other ancillary activities cannot be performed during regular work hours.
7. Employee teaching (regardless of delivery mode) outside of their regularly scheduled working hours is expected to perform their teaching duties, class preparation, grading, meeting with students and other ancillary activities during non-work hours.
8. Employee is required to obtain pre-approval in writing from the Dean of the department in which the course is offered, the Vice President of Instruction, the employee's supervisor, Senior Leadership Team member, and College President. the assignment

Any changes to the items identified above must have written approval of the College President.