



Rowan College of South Jersey

Policy: 7412
Title: **PROFESSIONAL STAFF TEACHING ASSIGNMENTS**
Area: Human Resources
Approved: 09/17/24

There are many teaching opportunities that come up during the academic year in which full-time professional staff employees may be requested to teach. Teaching qualifications for these employees will be the same as those for full-time and adjunct faculty members (see policy, *7305 Teaching Qualifications*). Full-time professional staff members who teach are expected to prepare for classes and complete student progress evaluations outside of the regular workday. The Board of Trustees will offer no less than the current overload rate to full-time professional staff employees who accept such adjunct teaching assignment(s).

The Board of Trustees in approving these assignments will consider the needs of the students while continuing to recognize that the primary responsibility of the employee is the employee's full-time position.

The President will have administrative procedures developed to further define and implement this policy.

References:

Rowan College of South Jersey Administrative Procedure, *7412 Professional Staff Teaching Assignments*

Rowan College of South Jersey Board of Trustees Policy Manual, *7305 Teaching Qualifications*

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