Lakeland Community College

POLICY TITLE:	COMPENSATION FOR TEACHING OF CREDIT COURSES BY ADMINISTRATORS/ SUPERVISORY/PROFESSIONAL AND STAFF EMPLOYEES
POLICY NO:	3354-2-20-35
ORIGINALLY APPROVED DATE:	01/15/98
REVISED DATE:	08/22/25
EFFECTIVE DATE:	08/22/25
NEXT REVIEW DATE:	08/2030
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all full-time, partial-year, and part-time continuing and non-continuing administrator, supervisory/professional, and staff employees.

A. Conditions Governing the Teaching of Credit Courses by Administrators and S/P Employees:
    1. Teaching of credit courses is in addition to, and not part of, regular job responsibilities and is subject to the approval of the Vice President (or President) to whom the employee reports for his/her regular assignment.
    2. Administrators and S/P employees are limited to teaching one course per academic semester, except under special circumstances, with the President's approval.
    3. The President and the Vice Presidents will not receive additional compensation for teaching credit courses. Other Administrators and S/P employees will be paid at the current part-time faculty salary rate.
    4. Administrators and S/P employees have lowest seniority in the division where they are teaching.

B. Conditions Governing the Teaching of Credit Courses by Staff Employees:
    1. Staff employees whose job descriptions include teaching a specific course must teach that course during his/her regularly scheduled work hours and will not receive additional compensation for teaching the course during his/her regularly scheduled work hours.
    2. Teaching the course may not become the primary function of the staff employee's job.
    3. Except as defined in B.1. above, staff employees are not authorized to teach credit courses except under special circumstances, with the President's approval.