

**Staff Teaching Baylor Courses  
BU-PP 034**

**Policy:**

Baylor University will only employ staff members to teach courses when the teaching need can not be met by hiring a lecturer who is not currently employed at the University. Staff members may teach no more than one three credit hour course per semester, but up to two courses per academic year.

**Topics:**

[Explanation](#)

[Solicitation](#)

[Procedures for authorization](#)

**Related policies:**

None

**Additional information:**

None

**Contact:**

Human Resource Services Office (x2219)

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**Explanation —**

This policy is due to the strain that staff teaching can place on effective performance of primary job duties.

**Solicitation —**

Staff members should not solicit opportunities to teach courses as a supplement to their regular salaries. Likewise, staff members should not be solicited to teach courses before proper authorization is obtained.

**Procedures for authorization —**

- The dean of the requesting school or college shall obtain authorization at least annually (no later than June 1) before proposing that a staff member teach certain course(s) for the upcoming academic year. Other situations that may arise will be handled on an exception basis.
- Request for staff teaching courses is to be completed on the Staff Teaching Request & Authorization Form (STRA) – [BU-PP 034A](#).
- Authorizations must have the signature of the staff member's supervisor (if other than department head), department head, executive council member (division head), chair, dean, and the provost.
- The request for authorization must include, by semester, the number of hours for the course and/or lab, the course time, the amount of additional (overload) pay proposed, if any. Any additional (overload) pay proposed should not exceed the base lecturer/adjunct rate of pay for the particular discipline and course. If additional pay is not appropriate, the normal rate of pay for said course will be funded to the cost center of the home department by the requesting academic department.

If the staff member is a non-exempt (hourly) employee, the additional pay authorized must be an hourly rate for an expected number of hours per week for the semester. The number of hours per week includes both class hours and preparation hours. The staff member must complete a time record for all hours.

Both the staff member's home department and the faculty department must realize that the additional hours teaching will cause overtime pay for the staff member.

Example: Staff member works 40 hours in the English Department at \$10.00/hour. The staff member is approved to teach a 3 hour course in the Journalism Department at an hourly rate of \$20.00 hour. For week 1, the staff member works a full 40 hours for total pay of \$400.00 in the English department. She then works a total of 7 hours that week in the classroom and preparation for a total of \$140.00. However, the staff member is an hourly employee and must be paid overtime for all hours worked over 40. Since the staff member has two hourly rates, a "regular rate of pay" must be calculated for the overtime. In this case, the regular rate of pay is  $\$400 + \$140 = \$540$  divided by 47 (the total number of hours worked in the week). The regular rate of pay is \$11.49. The total pay for the staff member would be  $\$540 + (11.49 \times .5 \times 7) = \$540 + \$40.25 = \$580.25$ . The total cost of the teaching for week 1 would be \$180.25.