

# Guidelines For Staff Who Teach

**Final Approval:** September 23, 2019

## **Introduction:**

Per the Dean of Faculties (DoF), staff members who are assigned to teach need to be given a faculty title in advance. Recommended titles are Visiting Lecturer if the position requires a terminal degree or Assistant Lecturer if the position does not require a terminal degree.

The department head shall make the determination as to which title is most appropriate for the teaching position being offered. Refer to Appendix C in the Guidelines to Faculty Titles within the DoF Hiring Guidelines.

## **Galveston Campus Process:**

First, the department head needing to assign a staff member to teach should have a discussion with the Chief Academic Officer (CAO) to explain the needs and justification to hire a current staff member for teaching duties. Department heads will be allowed to follow through with the paperwork for such appointments only after receiving approval from the CAO.

In order to obtain the necessary faculty title to teach, a faculty hiring packet must be sent to the Dean of Faculties through the Office for Academic Affairs. Do not submit the hiring documents through the Dean of Faculties hiring portal, instead send them to the CAO's executive assistant for signature and further processing. Listed below is the documentation required.

1. Memorandum from the department head through the Chief Academic Officer and to the Dean of Faculties detailing the following:
  - If the staff member is appointed by a different department, the memo **REQUIRES** the approval of the supervisor where the staff member has the full time appointment. (ie: DH through Supervisor through CAO to DoF)
  - The type of appointment (non-tenured)
  - Faculty Title
  - Term (including a clear start date and end date)
  - Salary amount
  - Teaching/service load changes
  - Detail teaching assignment
  - Detailed credentialing justification that relates the degree and experience to the course content (This should be the same justification as the one entered in the Hiring Portal on the Credentialing tab)

2. Non-Tenure Track Agreement
3. Signed Offer letter that identifies their teaching salary separate from their staff salary
4. Degree Verification form
5. Criminal Background Check
6. Most up-to-date (current) curriculum vitae
7. Credentialing is required in the DOF Portal, after they have been listed as an instructor of record and needs to be approved before the individual starts teaching. Note that the department must complete credentialing by logging into the DOF Portal at <http://dofportal.tamu.edu/> and selecting the “credentialing” tab.

### **Regular full time staff:**

Full time staff members on Galveston Campus will need to teach in an “excess of 100% effort”.

If a full time staff member needs to teach on a long-term basis and during normal business hours (M-F 8:00am – 5:00pm), they may do so provided that they complete their required hourly commitment in their staff position during off hours. Additional requirements are:

- All approval forms are completed before the start date (e.g. “In Excess of 100% Full Time Employment Request” form and faculty hiring packet);
- They hold a faculty title;
- Their teaching duties and proportion of their FTE, are performed in addition to and not conflicting with their full 100% effort;
- A clear justification from the academic department head indicating the benefits to the institution of having the staff member teach;
- A clear justification from the staff member’s supervisor of how the staff member will meet the obligation of her/his job. Attach a flexible schedule to account for staff time if teaching between 8am-5pm.

Annually the staff member will need to complete two evaluations: (1) appropriate form used by host department to evaluate teaching and (2) the staff evaluation process through Workday.

### **Research Staff Members**

For research staff members, including Assistant Research Scientists, Associate Research Scientists, and post-docs (technically listed as staff), who teach a course on a temporary basis, all the same documentation listed above is still required. The memorandum required above under #1 would also need to route through their faculty adviser, who must sign the memo indicating their agreement to the reduction in research efforts for the semester(s) the individual will teach. Annually the research staff member will need to complete two evaluations: (1) appropriate form used by host department to evaluate teaching and (2) the staff evaluation process through Workday.

### **Annual Review Requirements**

Anyone with a faculty appointment must have their teaching effectiveness reviewed annually through the department's annual faculty evaluation process. There are no exceptions regardless of the individual having already being reviewed through their staff position. The evaluation of teaching effectiveness is performed by the Head of the host department and needs to be provided to the supervisor prior to the annual evaluation of the staff member.

### **Resources:**

**Dean of Faculties Hiring Guidelines:** <http://dof.tamu.edu/dof/media/PITO-DOF/Documents/Guidelines/hiring/Hiring-Guidelines.pdf>

**DoF Forms:** <http://dof.tamu.edu/DOF-FORMS>

**In Excess of 100% Full Time Employment Request Form:**  
<http://www.tamug.edu/hrd/LinksAndForms/>

**SAP 31.01.99.M0.02 Approval Procedures for Supplemental Compensation and Dual Employment:** <http://rules-saps.tamu.edu/PDFs/31.01.99.M0.02.pdf>