

Staff Who Teach



Policy Number: 02.014	Responsible Office: Human Resources	Governing Body: College Council	Last Review Date: September 2014
Scope: This policy applies to all employees of Antioch College			

I. Introduction

Antioch College recognizes that many full-time, exempt staff serving in non-faculty positions have specialized skills or areas of expertise such that in addition to their primary work assignments, they may be academically qualified to teach at Antioch.

II. Policy

On occasion a full-time staff member may be requested to teach a course. If the course is only offered during the normal work day, additional compensation may be allowed. If the course is taught during normal business hours, it may be necessary for the employee to make up the hours or take vacation time if it disrupts the responsibilities of the employee and their work.

Staff who teach outside of normal working hours will be compensated as appropriate.

Each instance will be reviewed on a case by case basis by the employee's Supervisor and the person(s) requesting the employee to teach.