

**College of Engineering and Applied Science
University of Cincinnati**

Administrators and staff: Additional compensation for teaching

Per Board rule [3361:30-17-02](#)*:

A set of guidelines on policy regarding compensation for administrative and staff officers who assume teaching duties at the university was adopted by the university cabinet and the administrative council in 1970. The guidelines are:

(A) No administrative officer of the rank of dean or above (or its equivalent in non-academic offices) will receive any extra compensation for teaching classes at the university of Cincinnati.

(B) Full-time administrative officers, below the rank of dean, holding academic rank and eligible for tenure, are encouraged to continue teaching in their associated department, but are to receive no extra compensation for such supplementary teaching for daytime classes in the regular school year or summer term.

Full-time administrative or staff officers not holding academic titles and not eligible for tenure may, with the approval of the appropriate vice president, be appointed as a lecturer and receive compensation for supplementary teaching in the regular school year or summer term but only if the released time for such teaching does not exceed the instructional period and only on recommendation of his or her department head. These special cases must be justified on the grounds that considerable time is spent in preparation, grading, and planning the courses which is done at times other than those of regular employment.

CEAS Guidelines*:

If a CEAS employee whose primary appointment is staff has a paid secondary adjunct position, the employee's time spent on duties related to the secondary position should be done *in addition to* (and *not in concurrence of*) the primary position. For example, if a staff member normally performs his/her duties during a 40-hour work week and is then given a secondary appointment to teach a course, all duties associated with the course should be performed *in addition to* (and *not in concurrence of*) the regularly worked 40 hours.

Nonexempt Employees:

If the employee is nonexempt (hourly), the employee cannot be clocked into his/her primary position while performing duties related to the secondary position. This includes duties such as teaching, course planning, meeting with students and grading. If these duties are being done during regular working hours, the employee must either clock out or have a work schedule set so that he/she is automatically clocked out during specified hours.

Exempt Employees:

If the employee is exempt (not hourly), the employee must ensure that work related to his/her secondary position is done *in addition to* (and *not in concurrence of*) duties performed in his/her primary position. This includes duties such as teaching, course planning, meeting with students and grading.

Time spent on duties related to secondary adjunct position and approval process:

In general, it is expected that an instructor will spend three hours of total work per credit hour on duties related to teaching, including time teaching the course. For example, a person teaching a three-credit-hour course

should spend approximately nine hours per week on the course. Prior to assigning courses, the supervisor and employee should determine when time spent outside of teaching will be done, ensuring that duties related to teaching will be done *in addition to* (and *not in concurrence of*) the employee's primary appointment. This should be reflected on the attached form, which should be submitted to CEASHR@uc.edu and also uploaded to the employee's OAR that should be updated and approved at least one month before each semester begins. The appointment letter given for each semester of teaching should address when duties related to the secondary appointment will be completed, approximate time needed and if/when clocking out will be done.

*The Board rule and CEAS Guidelines are subject to change.

College of Engineering and Applied Science (CEAS)
Administrators and staff: Additional compensation for teaching

This form should be completed by CEAS employees whose primary appointments are staff and are requesting to have a paid secondary adjunct position. Please refer to Board rule [3361:30-17-02](#) and the CEAS Guidelines on “Administrators and staff: Additional compensation for teaching” for more information.

Date: _____ Department: _____

Name: _____ Title: _____

Semester teaching: _____

Course(s) teaching:	Credit hours:	Class day/time:
_____	_____	_____
_____	_____	_____
_____	_____	_____

When will time spent on course(s), but outside of teaching, be done? Please ensure that duties related to teaching will be done *in addition to* (and *not in concurrence of*) the employee’s primary appointment:

(note: in general, it is expected that an instructor will spend three hours of total work per credit hour on duties related to teaching, including time teaching the course)

Hourly Employee (yes or no): _____ If hourly, does employee you agree to clock out while teaching or performing duties related to teaching (yes or no): _____

Employee Signature: _____

Department Head/Supervisor Signature: _____

This form should be submitted to CEASHR@uc.edu and also uploaded to the employee’s OAR which should be updated and approved at least one month before each semester begins.