



POLICY MANUAL

POLICY: 3.5.5 - Non-faculty Teaching

EFFECTIVE: 6/1/05

REVISED: 2/1/13

A. BACKGROUND:

In July 2005, CCRI created a committee that was charged with implementing the recommendations from the RI Office of Higher Education audit report of CCRI practices in teaching assignments for non-faculty staff and administrators.

B. POLICY STATEMENT:

CCRI staff and administrators (non-faculty) will not be permitted to teach for additional compensation during their regular work schedule, unless deemed an emergency. An emergency situation would exist when there is an unforeseen occurrence or unpredictable circumstance requiring immediate action. If an exception is granted, the procedures set forth below must be followed.

1. The Waiver Restriction Form must be completed and approved by the employee's immediate supervisor and division head prior to any assignment of course(s).
2. A Copy of the approved Waiver Restriction Form must be provided to the Payroll Office. Payroll checks cannot be issued unless an approved Waiver Restriction Form is on file.

If permission is granted to teach during regular work schedule hours, staff must discharge either vacation time, or arrange a flex schedule to account for all hours beyond their regular work schedule. If approved, the course(s) will be counted towards the maximum calendar year limit stated in CCRI Policy 3.5.6.

C. PROCEDURES:

The Academic Affairs Department will issue and maintain procedures to implement this policy.

D. POLICY APPLIES TO:

This policy is applicable to all CCRI non-teaching staff and administrators.

E. EXCEPTIONS:

In emergencies or other special circumstances, policy exceptions may be made with the approval of the Vice-President for Academic Affairs, Department Chairperson and appropriate academic dean. Such approved exceptions must be documented in writing, within three (3) business days prior to the start of the semester.

F. RESPONSIBLE DEPARTMENT:

The Office of the Vice President for Academic Affairs in consultation with the appropriate Academic Dean is responsible for implementing and maintaining this policy.


G. RELATED POLICIES:

1. CCRI Policy 3.5.6 Non-faculty Teaching Load
2. CCRI Policy 3.5.8 Adjunct Faculty Teaching Load

H. PROCEDURES:

Use Waiver Restriction Form completed and approved by the employee's immediate supervisor and division head.

I. APPROVED:



Ray M. Di Pasquale, President

2-18-13

Date