

CIAS Guideline: Staff Teaching Credit Bearing Courses at RIT
(RIT Policy Ref: E1.0 & <http://www.rit.edu/fa/humanresources/content/communications>)

Exempt and non-exempt College of Imaging Arts and Sciences (CIAS) staff can teach credit bearing courses at RIT as Adjunct Faculty outside of normal business hours. Normal business hours in CIAS are 8:00 AM to 5:00 PM (EST). CIAS staff that teach as Adjunct Faculty must hold a baccalaureate or higher degree. Adjunct Faculty work under contract and are paid compensation above their normal salary.

Under normal conditions staff (exempt or non-exempt) do not teach as part of their job. There are cases where some type of training or instruction may be part of an employee's job (ex: software or equipment training). However, in these cases, they are not the instructor of record. This requirement should be indicated in the employee's Job Description Questionnaire (JDQ). In rare cases where training or instruction is a part of an employee's normal job functions, there is no additional compensation.

Responsible Office: CIAS Dean's Office

Effective: May 2014

Guideline History: