

Staff Teaching Credit Bearing Courses at RIT

(RIT Policy Ref: E1.0 & <http://www.rit.edu/fa/humanresources/content/communications>)

College of Art and Design (CAD) staff may teach credit bearing courses at RIT as follows:

- Adjunct contract only
- Outside of normal working hours
- During normal working hours only if a Flexible Work Arrangement has been created and two levels of management approve (unless the first level is the Dean).

Some staff do provide instruction as part of their normal job responsibilities. If this is the case, their job description should reflect this responsibility, and it is understood that they will not receive additional compensation for doing so. Except for adjunct instruction a staff member will never serve as the instructor of record and under normal circumstances is not allowed to cover for an instructor in the classroom.

Responsible Office: CAD Dean's Office

Effective: May 2014

Revised: July 2018
April 2021