

LIBRARY PERSONNEL AS PRIMARY INSTRUCTORS FOR COLLEGE CLASSES

Within the framework of the following guidelines and agreements, the University Libraries welcome opportunities for semester-long teaching assignments for its faculty and staff.

1. The employee submits the request to the immediate supervisor. The request should include the semester, course name, course number, credit hours, hours of assigned class, and anticipated number of students. The request should also include a schedule indicating the estimated total time involved (classroom time, preparation, office hours, testing, grading, etc.).
2. Final decisions and approvals are made by the supervisor, department head, division head, and dean after considering the needs of the unit, the library, the employee, and the college. Issues that might be taken into consideration include the library department(s) affected, the extent to which the programs and services in the department(s) may be affected, the impact on staffing in the unit, the time of class, the requester's general work performance, etc.
3. The agreement for a library employee to teach a class must be negotiated each time the class is expected to be offered and with sufficient lead time to work out details and approvals for the arrangement.
4. Compensation

Option 1. The college/department that is offering the class pays a portion of the instructor's salary to University Libraries.

The employee instructs the class as part of his/her assigned duties (as reflected in the library faculty or non-classified staff member's statement of duties, or in the classified employee's Position Classification Questionnaire and standards) and the University Libraries is compensated. The employee's salary is unaffected.

Option 2. The college/department that is offering the class pays the teaching portion of the instructor's salary to the instructor.

The individual is compensated directly if he/she teaches, prepares, tests, grades, holds office hours, etc., on his/her own time outside the normal workday. If work related to the class is done during regular workday hours, then a reduction in the percent of appointment in the library will be negotiated for the duration of the course. (Salary and/or benefits may be affected.) Classified staff who serve as instructors will likely receive their pay at straight rate as "different and sporadic, unit-based pay" (since semester-long classroom teaching differs from usual library work assignments), rather than as overtime pay. Should the employee receive overtime pay (1.5 times the straight rate), the college will pay the overtime rate portion, whereas the library will pay the straight rate portion.

Option 3. *The employee teaches the class for no pay.*

In the event that the employee is willing to teach the class for no pay, any time used for preparation, holding class, office hours, testing, grading, etc., will be the employee's own time outside the normal workday; or, if during the normal workday, annual leave will be used, if approved by the supervisor.

Option 4. *The employee teaches the class for no pay, but with release time from work (applies to classified staff only).*

At the discretion of the supervisor, department head, division head, and dean, release time may be granted, but only if the employee is not being paid. Release time will be limited to the hours when the class is actually in session and will not cover time for preparing for class, testing, grading, holding office hours, etc.

5. Any honoraria for teaching are paid directly to the library employee.
6. Classroom and teaching supplies (computer equipment, photocopies, etc.) are provided by the college department offering the class and not by the library.
7. If a teaching or graduate assistant is normally available for the class, same is provided to the library employee serving as instructor.
8. It is the college department's responsibility to seek any necessary approvals from campus faculty (for example, from the Graduate Council) for the library employee to be considered bona fide teaching faculty. It is also the college department's responsibility to provide guidance to the library employee with respect to appropriate teaching methodology, student and peer evaluations, and grading policies.
9. The Director for Organizational Development and the Library Human Resources Office will serve as intermediaries with the college department for processing personnel status, salary changes, and letters of agreement.
10. Fayetteville Policies and Procedures 407.0 ("Extra Compensation Policy," August 1, 1996) and/or Universitywide Administrative Memorandum 440.2 ("Extra Compensation Policy," February 4, 1984, and revision, August 7, 1995) may apply in some cases.

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