

POLICY AND PROCEDURE

TITLE:	Adjunct Instructor Assignments for Staff

POLICY STATEMENT:

Goodwin University is committed to delivering a valuable academic experience to its students by providing high-quality instructors in the classroom. Many of our adjunct instructors are otherwise employed with a full-time vocation; this may include members of Goodwin University's staff.

PROCEDURE DETAILS:

Goodwin University regularly allows full-time and part-time members of its staff to also work at the University as adjunct instructors. The University recognizes that we need a policy that clearly outlines the approval process for these assignments, as well as the parameters under which these individuals are paid, to ensure clarity and

A request form must be submitted by the staff member and approval must be received before assignment is confirmed. The request form and further details regarding this policy can be found on the Goodwin Policy Website.

Any employee who accepts an additional assignment as an adjunct instructor must meet the following requirements:

- Approval received from the employee's manager, and his/her department's Vice President, prior to accepting an adjunct teaching assignment using the Staff Request for Adjunct Instructor Assignment form
- Meet the minimum qualifications required for the adjunct instructor position
- Be employed in good standing with the University, in terms of job performance and conduct
- Non-exempt employees must obtain additional approval from the VP of Human Resources

The employee must also recognize that:

- Approval is provided on a semester-by-semester basis only. Therefore, approval for prior semesters is not a guarantee of future approval.
- Any member of the employee's approval hierarchy may deny the request based on the employee's current or anticipated work load, overall department needs, the employee's work schedule, or other work-related factors.

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