

**HIGHLAND COMMUNITY COLLEGE
ADMINISTRATIVE AND CLASSIFIED POLICY**

SUBJECT: Teaching Policy

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BOARD OF TRUSTEE APPROVAL: 6/12/06

EFFECTIVE DATE: 6/13/06

1. Classes related to varsity sports (practice, conditioning, weight training, etc.) are part of coaching responsibilities. Whether the classes are taught by the head coach or an assistant, the instructor will not be paid adjunct pay. These classes are considered part of normal coaching duties.
2. Full-time Administrative Employees (9, 10, 11, or 12 month contracts) may teach no more than 6 credit hours during the day (8 a.m. - 5 p.m. Monday thru Thursday or 8 a.m. - 1 p.m. on Fridays):
 - a. Employees must have the approval of their Vice President to be an adjunct instructor;
 - b. Employees will submit a plan to their Vice President detailing how their normal job duties will be covered and how lost time will be made up;
 - c. Employees must meet the educational requirements defined by HCC for adjunct instructors;
 - d. Employees may teach an additional 3 credit hours per semester outside the regular day (as defined in #2 above) with their Vice President's permission;
 - e. Non-credit classes will be considered on a case-by-case basis;
 - f. A one-credit hour exception may be made for academic advisors with the approval of their Vice President.
3. Part-time Administrative Employees may teach up to 6 credit hours during the regular day (as defined in #2 above):
 - a. Employees must have the approval of their Vice President to be an adjunct instructor;
 - b. Employees will submit a plan to their Vice President detailing how their normal job duties will be covered and how lost time will be made up;
 - c. Employees must meet the educational requirements defined by HCC for adjunct instructors;
 - d. Employees may teach an additional 3 credit hours per semester outside the regular day (as defined in #2 above) with their Vice President's permission;
 - e. Non-credit classes will be considered on a case-by-case basis.
4. Academic periods such as Intercession and Summer may be excluded from the above regulations unless the Administrative Employee is under contract during those academic months.

5. Classified Employees may teach a non-credit class or up to 3 credit hours of credit classes per semester during the regular day (8 a.m. - 5 p.m.).
 - a. Employees must have the approval of their supervisor;
 - b. All time missed must be made up in the same day;
 - c. Employees must meet the educational requirements defined by HCC for adjunct instructors.