
Guidelines for Staff Who Teach in Excess of 100%

Introduction:

Per the Office of Faculty Affairs, staff members who are assigned to teach need to be granted a faculty title in advance. The faculty title normally used is part-time Visiting Lecturer. Full-time staff members will need to teach in-excess of 100% effort. Their staff position effort cannot be reduced to offset the teaching.

Full-Time Staff Teaching including Research Titles

First, the Department Head needing to assign a staff member to teach should have a discussion with the Dean in their 1:1 session to explain the teaching need and provide justification that clearly indicates the benefits to the institution to appoint a current staff member for teaching duties. Department Heads must receive Dean approval prior to proceeding.

Prior to any teaching taking place, Faculty Affairs must approve the part time faculty appointment.

If a full-time staff member needs to teach during normal business hours (M-F 8:00am – 5:00pm), they may do so provided that they complete their required hourly commitment to their staff position during off hours. Additional requirements are:

- Staff in-excess teaching duties are performed in addition to and not in conflict with their full 100% effort.
- A clear justification from the staff member's supervisor of how the staff member will meet the obligation of her/his job. A [Flexible Work Arrangement](#) must be on file in Workday to account for staff time if teaching in-excess of 100% during normal business hours.

If a full-time staff member needs to teach in-excess of 100% outside of our normal business hours of M-F 8am-5pm, a Flexible Work Arrangement is not required.

- Note if teaching in excess at 25% FTE (or more), this does not mean the staff member will receive 25% of their staff salary for this effort. The minimum faculty salary rate typically applies or may be slightly higher with Department Head and Dean approval based on the staff member's credentials.

Faculty Appointment Process

To obtain the necessary faculty title to teach within the College of Marine Sciences & Maritime Studies, a faculty appointment packet must be sent to the TAMU Office of Faculty Affairs through the college's Director for Academic Affairs. Do not submit the appointment documents through the Faculty Affairs hiring portal. Listed below is the required documentation for the appointment packet.

1. **Memorandum** from the Department Head through the Dean and to the Vice Provost for Faculty Affairs detailing the following:
 - If the staff member is appointed by a different department/unit, the memo **REQUIRES** the approval of the supervisor where the staff member has the full-time staff appointment (ie: DH through direct Supervisor through Dean to Vice Provost for Faculty Affairs).
 - Staff Name
 - Current Staff Title and Department
 - Temporary Faculty Title while teaching the course: part-time Visiting Lecturer
 - Requesting Department Name
 - Teaching beginning and end date
 - Teaching Assignment including Course Number(s) and Course Name(s)
 - Day and time of course
 - AY and Credit Hours
 - Credentialing justification that relates the individual's degree and experience to the course content
 - Compensation amount for teaching duties
 - A statement confirming that the additional teaching duties will not interfere with the normal duties and responsibilities of the individual.
2. **Signed faculty appointment letter** that identifies their teaching salary only that is in-excess of 100% from their staff salary. The Director for Academic Affairs will draft the appointment letter for the Department Head to review and edit as needed to accurately reflect the teaching responsibilities and expectations. These faculty appointment letters do not need to route to Faculty Affairs for approval first.
3. **[Degree Verification form](#)** – Look under the *“General Forms & Templates”* section
4. **Current Curriculum Vitae**
5. **Criminal Background Check Clear Report**, which the Director for Academic Affairs will handle. Note, a new CBC is required if it has been longer than 12 months since their last temporary teaching appointment.
6. **Credentialing** is required in the Faculty Affairs Hiring Portal before the individual starts teaching, after they have been listed as an instructor of record on the course(s). Note that the Department Head must complete the credentialing by logging into the Faculty Affairs Hiring Portal at <http://facultyaffairsportal.tamu.edu/> and selecting the “Credentialing” tab or may work with the Director for Academic Affairs to have the justification entered on their behalf.

Payroll Processing

Once approval for the faculty appointment is received from Faculty Affairs, the businessperson for the department appointing the staff member to teach will route the Faculty In-Excess Payment Decision Key and Request Form through the ***Adobe Sign GV - Faculty In Excess External Workflow*** to add them on payroll for the in-excess teaching effort.

Refer to the [Faculty Activity In Excess of Regular Job Duties](#) guideline document for how to process the Faculty In-Excess Payment Decision Key and Request Form in Adobe Sign using Galveston's In Excess [External Workflow](#) from the Library menu.

Annual Performance Review Requirements

Staff with a faculty appointment must have their teaching effectiveness reviewed annually on a calendar year basis through the academic department's annual faculty evaluation process. There are no exceptions regardless of the individual having already been reviewed through their staff position. The evaluation of teaching effectiveness is performed by the Department Head of the host department and a copy should be provided to the staff member's direct supervisor prior to the Workday annual evaluation of the staff member that is due by May 31st annually.

Note staff members who teach will not have an Interfolio Faculty180 account so the annual evaluation of their teaching must be done manually outside of that system. The staff member will provide an "Annual Faculty Activity Report G1 Form" by February 1st annually for the prior calendar year to the Department Head. The Department Head will provide a written response with their assessment following the college's [Annual Faculty Evaluation Cycle Timeline](#). Copies of all annual evaluations performed outside of Faculty180 must be sent to the Director for Academic Affairs upon completion.

Resources

[Faculty In Excess of Regular Job Duties Guidance](#) – Refer to Section 6 for TAMUG Staff teaching In-Excess for the College of Marine Sciences & Maritime Studies.

[Faculty In-Excess Payment Decision Key and Request Form](#) – Note do not start with this form outside of Adobe Sign. Access it in our GV – Workflows under the Library menu of Adobe Sign to complete and route it properly.

[Flexible Work Arrangements](#)

[Guidelines to Faculty Titles](#)

[SAP 31.01.99.M0.02 Supplemental Compensation and Dual Employment](#)