Policy on Appointment of Hamline Staff as Academic Instructors

Hamline University may from time to time wish to appoint members of its non-faculty staff as academic instructors, drawing on the special knowledge and expertise members of the staff possess. On each occasion such an appointment is being considered, the following policy rules shall be observed:

1. Staff members selected for these positions will possess substantial advanced preparation and/or experience in the academic disciplines relevant to the departments in which they are employed.

2. Except where teaching is a part of a staff member's job expectations, approval of the staff member's supervisor and his or her Dean or Vice President must be secured prior to offering a teaching assignment to a staff member.

3. An individual who is not performing satisfactorily in his or her staff assignment or who is on a performance improvement plan shall not be appointed as an academic instructor.

4. The approval of the staff member's supervisor must be secured each time an assignment is made.

5. The duties of the teaching assignment shall not interfere with or detract from the individual's performance of his or her staff assignment.

6. Except where teaching is a part of a staff member's job expectations, compensation shall normally be provided to the staff member at the prevailing rate for adjunct instructors.

7. Compensation for the instructional responsibilities shall be made known to the supervisor at the time his or her approval is requested.

8. The supervisor and dean or vice president shall be provided with evaluations of the staff member's performance as an instructor.

For office use only:
Date submitted _____
Date approved _____
Evaluation of performance received
_____

Assignment of a Hamline University Staff Member as an Academic Instructor

Academic Program/Department proposing to appoint staff member	
Name and Hamline i.d. of staff member	
Name and number of course	
Term and year course offered	
Compensation for this assignment	$
Supervisor confirms that employee 1) Is performing satisfactorily in his/her staff position 2) Is not on a performance improvement plan	Supervisor name (print) Signature and date
Supervisor endorsement of proposed assignment	Signature and date
Dean endorsement of proposed assignment (Dean of school offering the course)	Name (print) Signature
Dean/Vice President approval of proposed assignment	Name (print) Signature and date

This form must be approved by all parties prior to the assignment of the course to the staff member. The original will be kept in the Provost's files with copies to the department, and the appropriate dean. A copy of this form must be attached to the HR paperwork appointing the staff member as an instructor.

Evaluation of the staff member's performance as an instructor is due to the supervisor and dean or vice president no later than 4 weeks after the completion of the course.