

ACADEMIC AFFAIRS POLICY LETTER

Staff/Administrator Compensation for Adjunct Instruction

June 14, 2011

Administrators and staff members of Ferris State University who teach courses for the University as adjuncts may be compensated for this extra assignment whenever the assignment falls outside of the normal work day and when the individual does not have teaching as a part of his/her responsibilities within his/her defined role. Extra-compensation teaching must be approved in advance by the next-level supervisor and the dean of the college where the teaching will occur. When the adjunct is an individual who reports to the Provost/VPAA, the Provost must approve this teaching assignment. If the adjunct is employed in another division (not Academic Affairs) the administrative structure in that division will apply for approvals. Paid teaching that may be approved during the regular work day will require use of vacation time (not consulting time). Compensation will be paid at prevailing adjunct rates. This policy applies to all Ferris administrative and staff personnel.