

GEORGIA STATE UNIVERSITY

Active Staff Teaching Courses as Instructor of Record

Under normal business operations, an academic unit may engage a current, active staff member of the University to teach a course as part of their normal job duties or for extra compensation (if allowable – see #2 below). In all cases the staff member’s credentials must be approved to teach through an adjunct status request to the Office of Faculty Affairs.

1. Instructor of Record Privileges in Banner

To request adjunct teaching status, follow the process outlined here under the **Part-Time: PTI/GTAB/Adjunct instructions**: <https://faculty.gsu.edu/for-staff/hiring/#part-time>. Once approved, the staff member will have their Banner system privileges activated by OFA and can be added as the instructor of the course in the scheduling system.

If the staff member is teaching the course as part of their regular duties and no change to salary is needed, the process ends here.

2. Compensation for teaching

If the staff member is taking on extra teaching duties and compensation will be need to be adjusted permanently, a [Position Request Form](#) will need to be initiated with [Classification & Compensation](#) prior to the teaching appointment to add the teaching duties, adjust the salary, and any other changes needed to the position.

If the staff member is taking on extra teaching duties as a one-time assignment and the department wishes to pay them extra compensation, it will only be allowed if the details adhere to the [University System Policy on Extra Compensation \(BPM 5.3.2\)](#) and must be approved as described below.

Only exempt employees are eligible and they can only receive extra compensation if the teaching assignment is “performed in a part-time capacity outside of the employee’s regular job duties and regular work schedule”. **Under no circumstances should an employee receive supplemental pay for a task while receiving regular compensation for the same time period (i.e. during their regular work schedule).**

In rare and exceptional circumstances, an employee’s supervisor can request a teaching assignment for extra pay during the staff member’s regular work schedule where the employee utilizes annual leave for the entire portion of time during which the teaching is performed during their normal work schedule. **This exception request must be endorsed by the Dean and submitted by the Unit Faculty Hiring Coordinator (UFHC) to the Office of Faculty Affairs for Provost approval before the employee begins the assignment or is staffed as the Instructor of Record.**

Questions, comments, and concerns should be directed to:

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