

STAFF/ADMINISTRATOR COMPENSATION FOR ADJUNCT INSTRUCTION GUIDELINES

Ferris State University administrators and staff members may be compensated for teaching FSU courses as adjuncts provided:

- 1) the assignment falls outside of the normal work day;
- 2) they do not have teaching responsibilities within their defined role; and,
- 3) the teaching is 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 applies to all Ferris administrative and staff personnel.