

**COMMUNITY COLLEGE OF VERMONT**  
**REQUIREMENTS FOR CCV STAFF TEACHING**  
**OR TAKING COURSES POLICY**

*See also:*  
*Staff Professional Development policy*  
*Staff Tuition Waiver policy*  
*VSC Policy 206*  
*VSC Personnel Handbook*

**March 2004**  
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**Page 1 of 2**

**POLICY**

CCV staff members may enroll in CCV or other VSC courses in accordance with applicable VSC tuition waiver benefits and may contract to teach CCV courses with full teacher pay in accordance with applicable CCV policy. Under certain conditions, CCV may permit each of these activities during the regular work schedule.

**PROCEDURES**

For the purpose of this policy, “regular work schedule” is defined as that which is agreed upon by the employee and supervisor for the staff member to meet the terms of his/her appointment in a given contract year. Unless otherwise agreed to, the regular work schedule will be considered the same as the office hours for the employee’s work location.

Staff Teaching at CCV

1. Teaching for CCV by a staff member is considered additional employment and does not take precedence over any other college-related responsibilities or all-college activities.
2. To avert the potential for a conflict of interest that may arise from CCV staff teaching CCV courses, approval to teach a course must be obtained from the staff-member’s direct supervisor, before course planning is finalized. Per VSC policy 206, full time staff members may not teach more than one course or a maximum of four credit hours in one semester without written approval by the college president or designee. These conditions apply on a semester-by-semester basis.
3. When considering teaching a course during a regular work schedule, a CCV staff member must formally request approval from his/her supervisor and include a proposed alternative work schedule. The supervisor may consult with other academic center staff to ensure that staffing needs have been addressed.
4. When a CCV staff member is teaching a course at his/her own academic center or online, the course description for that section should contain a written statement that

clearly identifies a supervising coordinator assigned to the course for oversight, including the handling of any student issues that may arise during the semester.

5. All work for the course including pre-course and post-course will be done outside of the regular work day.

#### Staff Attending Courses as Students

1. In order to attend a course during the regular work schedule, a CCV employee must request approval from his/her supervisor in writing, including an alternative work schedule. The supervisor may consult with other academic center staff to ensure that staffing needs have been addressed. The supervisor must approve the request before the employee enrolls in the course. These conditions apply on a semester-by-semester basis.
2. With consideration to the needs of the college and the academic center, supervisors will approve or deny individual employee request(s) to attend courses during the regular work schedule, not to exceed more than one course per semester, except for approved staff development activities.
3. Course attendance does not take precedence over any other college-related responsibilities or all-college activities.
4. All work for the course will be done outside of the regular work schedule.