

**College of Business Policy on Staff Serving as Instructors of Record
Updated August 5, 2020**

The College of Business (COB) employs individuals in staff positions who have advanced degrees and professional experience that may qualify them to teach as adjunct faculty. Under UTSA current policy, staff employees with required credentials, whether classified or A&P, may be hired by the college to teach organized courses.

In order for a staff member to teach an organized course, the employee must first gain their direct supervisor's approval and follow protocols outlined in the University Handbook of Operating Procedures (HOP). In particular, the employee must follow HOP 1.33, Conflicts of Interest, Conflict of Commitment, and Outside Employment (<https://www.utsa.edu/hop/chapter1/1-33.html>), which includes the employee documenting and obtaining supervisor approval. All approvals must be received and documented before the staff member can be assigned to teach a course.

In order to avoid creating conflicts with the requirements of the staff position job requirements, COB staff are limited to teaching a maximum of two organized courses per academic semester. Any exceptions to this maximum must be submitted for review to the Associate Dean of Administration & Faculty.

Approved August 5, 2020

Wm. Gerard Sanders

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Dean, College of Business