



Policy Title: Teaching and Supplemental Pay for Administrative and Professional Faculty and Classified Staff	Effective Date: 8/11/2025
Policy Number: HR-PO-1409	Date of Last Review: NA
Oversight Department: Human Resources	Next Review Date: 8/1/2028

1. PURPOSE

The purpose of this policy is to define circumstances in which supplemental pay for Exempt Administrative and Professional faculty or Exempt Classified staff teaching undergraduate or graduate credit courses at Radford University is authorized. The policy provides guidelines for Exempt Administrative and Professional faculty or Exempt Classified staff whose normal job responsibilities do not include teaching. Individuals teaching classes as part of their normal full- or part-time positions are not eligible for additional compensation. In addition, this policy only applies to A/P faculty members who have full responsibility for teaching a class. Occasional lectures, supervision of interns or practicum students, or other minor instructional support activities are typically not compensated.

2. APPLICABILITY

Affected Parties: Exempt Administrative and Professional faculty and Exempt Classified staff

3. DEFINITIONS

Administrative and Professional (AP) Faculty

Administrative and Professional faculty typically serve in executive level leadership roles such as vice president, vice provost, dean, and assistant or associate vice president or dean.

Administrative and Professional faculty positions require the performance of work directly related to the management of activities of the institution, department, or subdivision thereof. Incumbents in these positions exercise discretion and independent judgment and generally direct the work of others. Exempt Administrative and Professional faculty are those who hold positions exempt from the overtime provisions of the Fair Labor Standards Act.

Division Head

President, Provost, or applicable Vice President.

Exempt Classified Staff

Classified staff who hold positions exempt from the overtime provisions of the Fair Labor Standards Act.

Institutional Base Pay (IBP)

The annual salary or equivalent rate of pay for an employee's primary appointment at the University for their defined contract period. (See University Policy HR-PO-1406)

Supplemental Pay

Compensation for either a temporary increase in regularly assigned duties or for additional duties that is paid to an employee in addition to their Institutional Base Pay.

Reassigned Time

Time within the employment period during which an employee is reassigned from normal duties to accomplish special assignments without additional compensation.

Temporary Pay

This pay practice applies when the university assigns an employee to perform different key (essential) duties on an interim basis, or for critical assignments associated with a special time-limited project, or for employees serving in an acting capacity in a higher-level position, or for military pay supplements. Temporary pay is not added to an employee's base pay.

4. POLICY

It is the policy of Radford University to allow appropriately credentialed Exempt Administrative and Professional faculty or Exempt Classified staff to teach graduate or undergraduate courses at the university if requested to do so by an academic program and with the approval of the employee's supervisor. Academic departments may employ full-time Exempt Administrative and Professional faculty or Exempt Classified staff to teach one course per semester (maximum 4 credit hours per semester). The Exempt Administrative and Professional faculty or Exempt Classified staff member must hold at least the minimum credentials required for teaching courses at various levels in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) expectations (see section 2.16 of the Faculty Handbook). It is the responsibility of the teaching department to verify and document appropriate credentials for all teaching faculty. The Exempt Administrative and Professional faculty or Exempt Classified staff member may receive payment for teaching credit courses (supplemental pay) only when such teaching is not part of the normal expectation for the position. Normal expectation includes an assignment included in the employee's position description, a recurring or repeating teaching assignment for more than two terms, or an assignment that is accommodated through an adjustment of other responsibilities. Teaching for supplemental compensation is included within the overall time and income limitations defined in the consulting policy in the Faculty Handbook.

5. PROCEDURES

The following procedures were developed to provide guidelines for Exempt Administrative and Professional faculty or Exempt Classified staff teaching classes at the university:

1. The specifically requested teaching assignment (semester, day of week, time, and the course) should be approved in advance by the Exempt Administrative and Professional faculty or Exempt Classified staff member's own supervisor. The supervisor also determines whether the teaching assignment should be considered within the employee's normal job responsibilities, and thus not eligible for additional compensation. The agreement may be multi-year and

revisited periodically in the instructional assignment is expected to be on-going. An on-going, recurring assignment typically is not compensated but is accommodated through the position description and commensurate base salary.

2. In approving or disapproving the requested teaching assignment, the department head should consider the employee's ability to manage additional work outside of usual job expectations, whether the course is scheduled during normal hours of work, and whether the scheduled absence and additional responsibilities would create undue disruption. The benefit to the faculty member for his or her professional development and contribution to the academic program requesting services should also be considered. Although the engagement of the Exempt Administrative and Professional faculty or Exempt Classified staff with the instructional mission of the institution is to be encouraged, teaching on an overload basis is not a right. Continued satisfactory performance in the primary position is essential and is the basis of the annual performance evaluation and merit adjustment.
3. Compensation for teaching classes is at the rate paid by the department for other adjunct faculty with similar experience/qualifications for the same or similar course. The Exempt Administrative and Professional faculty or Exempt Classified staff member may agree to teach without additional pay or may receive an allocation of professional development funds instead of salary; however, department head approval for the additional assignment is still expected.
4. The supplemental payment is initiated by the academic department; it requires approval by the academic department head, the employee's department head and senior manager, and the provost.
5. Human Resources will provide an annual report to the President and the Vice President for Finance & Administration and Provost by March 1 each year showing the names of faculty and staff receiving payment under this policy, names and term(s) of classes taught, and enrollment per class for the academic year in progress. The President retains the right to suspend supplemental payments in subsequent terms in cases of budget constraints or abuse of the policy.

6. EXCLUSIONS

Exempt Administrative and Professional faculty with executive leadership roles (i.e. Vice Presidents and Deans) would not receive supplemental pay for teaching.

This policy does not apply to work performed by the Exempt Administrative and Professional faculty and Exempt Classified staff member for an employer other than Radford University.

This policy does not apply to temporary pay, administrative stipends, bonuses, or monetary awards given by the university in recognition of performance.

7. APPENDICES

[Click here to enter text.](#)

8. REFERENCES

[Radford University Institutional Base Pay Policy HR-PO-1406](#)

[Radford University Administrative and Professional Faculty Handbook](#)

[Radford University Teaching and Research Faculty Handbook](#)

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the (appropriate Vice President).

10. APPROVAL AND REVISIONS

The President of the University and the President's Cabinet have approval authority over this policy and all subsequent revisions.

The President's Cabinet reviewed and approved the policy on August 11, 2025. The President signed the initial policy on August 11, 2025.

Bret Danilowicz, Ph.D., President (*signature*)

DATE: _____

For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.