

V:01:20 OUTSIDE EMPLOYMENT AND EXTRA COMPENSATION

Full-time employment with Volunteer State Community College demands an individual's full-time professional expertise, commitment, and energies. The assigned teaching load of Volunteer State Community College faculty constitutes a full-time assignment. However, the College recognizes the value to its students, its personnel, and to the citizens in the community which arises from outside consulting and other professional experiences in which faculty and staff may engage. Such activities contribute to the quality of instruction, enhance the competency of the individual, contribute to the economic development of the state, and bring credit to Volunteer State Community College. These activities also create valuable links between the College and the communities we serve.

Volunteer State Community College also recognizes that, under certain conditions, faculty and staff may need to perform additional assignments for which extra compensation may be warranted. The College sets forth the following general provisions to cover the circumstances and limitations under which outside employment and/or extra compensation may be appropriate.

This policy does not apply:

- To staff designated as “classified” or non-exempt wage and hourly employees;
- To normal, short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions or recitals, even though honoraria may be received for such participation;
- When the individual is not within the term of their contract period, or is on leave;
- To salaries paid to academic-year faculty for teaching in inter-session and summer session, which are not considered extra compensation and are addressed in TBR Policy 5:02:04:10 - Faculty Compensation during Summer Session and Inter-Session.
- To hobbies that the faculty or staff member engages in for simple enjoyment and gratification outside of normal work hours/schedule.

Provisions:

Outside Employment

1. Prior to engaging in outside employment, the faculty or staff member shall notify appropriate supervisors and the President of the nature of the outside employment and the expected commitment of time.
2. Prior to accepting an extra assignment, the faculty or staff member shall have the approval of the President. The approval is obtained in writing annually or by semester, if applicable, by completing the Request for Outside Employment form.
3. The President may approve outside service and extra service only for efforts that:
 - Are performed entirely outside of, and in addition to, normal working assignments and responsibilities.
 - Do not interfere with assigned duties and responsibilities or with regular College operations.

- Are consistent with Volunteer State Community College and TBR policies and guidelines, and with State law. (1) TCA 49 5-410 limits full-time faculty members to teaching no more than two credit courses per semester for extra pay in an institution of higher education. (2) TCA -5-410 limits faculty to 15 clock hours per week, or 400 clock hours per nine month period for extra pay.
 - Do not constitute a conflict of interest or compete with the College's education, research, or public service programs.
 - Require only a reasonable time commitment from the faculty or staff member.
 - Are not undertaken with an inappropriate claim that the individual is officially representing the College in connection with the employment.
4. If the outside employment involves other agencies, departments, or institutions of State government, it is subject to prior approval of the President. Services rendered by a Volunteer State Community College employee to another state agency or institution of higher education will be paid by the contracting agency to the institution pursuant to TBR Guideline G-030 - Contracts and Agreements.

Extra Compensation

1. Faculty acceptance of overload assignments, for instruction or other purposes, is strictly voluntary. Overload assignments should be employed only when situations arise which warrant such action. Overload assignments should not be employed on a regular basis or in lieu of hiring qualified faculty or instructors. Supervisors must be careful to protect untenured faculty when making overload assignments and should make every effort to distribute overloads fairly as staffing needs allow.
2. The minimum rates per *credit hour* of instruction, as articulated in TBR Guideline P-055 - Faculty Compensation for Teaching Credit Courses as an Overload, must be applied when calculating compensation for extra service for full-time faculty or staff teaching credit courses at community colleges or universities. Compensation for extra service must be commensurate with the instructor's highest degree, rank, and experience within the academic unit at his or her institution. With the approval of the Chancellor, Presidents or their designees may approve exceptions to these minimum rates when circumstances warrant. The Presidents or designees may approve rates that are greater than those stated in TBR Guideline P-055 as long as the rates are applied consistently for similar faculty (degree, rank and experience) within the same academic unit.

TBR Source: SBR Meetings March 10, 1979; September 30, 1983; TBR Meeting September 21, 1990; TBR Meeting March 15, 2002; TBR Meeting December 2, 2005.

VSCC Source: Former V:06:03: April 6, 1999, President. V:01:20: November 13, 1998, President; July 27, 2006, President; January 12, 2009, President's Cabinet; November 22, 2010; May 2, 2011, President's Cabinet