



HUMAN RESOURCES POLICY TEACHING AT OTHER INSTITUTIONS

EFFECTIVE: January 1992

REVISED: July 1996

RELATED POLICIES:

POLICY

Where an instructor is assigned to teach another institution's course as part of his/her workload:

- An instructor with an incomplete workload may be assigned another institution's course with no extra remuneration. An instructor who has a full workload may have such a course assigned only if Northern Lights College can find a replacement instructor to pick up any course dropped from the instructor's normal workload.
- The instructor will remain at full pay. Northern Lights College will invoice the other institution at an appropriate, negotiated rate which will take into consideration the instructor's salary, administration costs, charges such as course supplies, local travel, photocopying, etc. Additional invoicing will be done for major extras such as out-or-region travel. In exceptional circumstances, where programmatic reasons exist, there may be no recovery of costs by Northern Lights College.

Where an instructor enters into a private contract with another institution over and above his/her workload:

- The instructor must discuss his/her intentions with the Vice President, Instruction and respective Campus Administrator and Program Director. Northern Lights College may not allow this contract if there is perceived to be a possible conflict of interest. The instructor should be counseled on the possibility of overload/burnout.
- The instructor or other institution may be invoiced for use of College facilities and supplies if applicable.