Staff Teaching Compensation

Virginia Wesleyan College recognizes that members of our staff may occasionally teach a course. A staff member wishing to teach a class must first obtain written permission to do so by his/her supervisor. This permission should be forwarded to the department of human resources. The supervisor will need to consider that the staff position might need to be covered when the staff member is teaching.

No additional compensation will be due to any staff employee who teaches a class at the College during office hours unless the staff member utilizes PAL. If the staff member desires compensation in addition to his/her regular salary, the staff member must use available PAL hours for this compensation. If PAL is not available to the employee, the employee will not receive compensation for the course.

Classes taught outside normal operating hours will not require the staff member to utilize PAL.

**Fall and Spring Semesters**

During fall and spring semesters, PAL usage would be granted per week in accordance with the following:

- 1 credit course = 1 hour per week = 1 hour of PAL
- 2 credit course = 2 hours per week = 2 hours of PAL
- 3 credit course = 3 hours per week = 3 hours of PAL
- 4 credit course = 4 hours per week = 4 hours of PAL

PAL usage would be granted per week in accordance with the number of hours per week the class meets. This policy will apply to classes taught during fall and spring semesters.

**Winter and Summer Sessions**

During winter and summer sessions, PAL usage would be granted per week in accordance with the number of hours per week the class meets. For example, for a class meeting three hours per day, 15 hours per week, 15 hours of PAL would be granted. For a class meeting one hour per day, five days per week, five hours of PAL would be granted.

Exceptions to this policy must be approved by the Vice President for Academic Affairs and the Vice President for Finance prior to teaching the class.