Occasionally teaching forms part of the essential duties of non-faculty positions. In FY16 University Human Resources, working with the Provost’s Office, the Office of Planning & Analysis (OPA), and the Budget Office, introduced a way to capture all the instructional FTE of professional personnel, without compromising employee status, benefits, etc. The result is simple, and involves only one procedural amendment for departments.

Departments please:
- Consider all professional appointees (in 4C positions) whose regular duties include instruction. Please consult with UHR or your HR Business Partner to determine whether these duties constitute a non-faculty position.
- For professionals on LoA:
  - Produce the professional LoA in the normal way (employee signing last)
  - Determine the percentage of the assignment which is instruction (see guideline below)
    - On the EPAF, split the labor distribution between Account Code 61124 (professional) and 61123N (instructional) accordingly
- For professionals on MUS contract:
  - Determine the percentage of the assignment which is instruction (see guideline below)
    - On an EPAF, split the labor distribution between Account Code 61124 (professional) and 61123N (instructional) accordingly

For professional employees who ordinarily teach as a secondary function, paid via the Additional Compensation form, there is no change in preparing the form. As usual, please ensure that the described duties are clearly instructional (e.g. listing the course rubric). Payroll will code instructional and non-instructional Add Comp appropriately.

OPA will use the Account Codes for reporting instruction, and the employee will remain in the appropriate employment class.

Guidelines for Calculating Instructional Labor Distribution
1. OPA does not require proration of instructional hours (AY) to professional hours (FY). Therefore all labor distribution is based upon the professional standard 1.0 FTE of 173.33 hours/month.
2. Professionals who instruct as part of their primary position are not considered non tenure-track faculty. Therefore instructional labor distribution is based on 30 credits/year being 1.0 FTE.
3. Each 3-credit course in an FY would represent 10% labor distribution for a full-time professional employee. For instance:
   a. A professional teaching one 3 credit course every Fall semester would have FY labor distribution: 61123N 10% and 61124 90%
   b. A professional teaching one 3 credit course every Fall semester and one 3 credit course every Spring semester would have FY labor distribution: 61123N 20% and 61124 80%.
4. Instructional labor distribution of 50% or more may indicate that the employee is not primarily professional. Please consult your HR Business Partner or Deb Barkley ext 2894 in this case.

*in these cases, the stand-alone non tenure-track teaching positions would be appointed on NTT LoA.