

## **OUTSIDE WORK AND RESPONSIBILITIES**

All full-time employees are advised that outside work and responsibilities are to be limited to the extent necessary to assure the same quantity of work and quality of performance which may reasonably be expected of a full-time employee with no such outside obligations. With reference to academic obligations, this policy permits full-time faculty and professional staff to instruct no more than one additional (overload) course. Any exceptions to this provision must have prior written consent of the President. Individuals who assume outside responsibilities sufficient to be deemed in violation of the policy will be required to immediately reduce them to an acceptable level.

Faculty who intend to assume teaching responsibilities at an institution other than McLennan Community College should notify the appropriate Division Director of their intent.

These same guidelines should be used when employing part-time personnel.