Columbia Law School Policy Governing
Officers of Administration, Libraries and Research Who Teach

The purpose of this policy is to define teaching eligibility, appointment status, and associated compensation terms for Officers of Administration, Libraries and Research who teach at Columbia Law School. Please direct any inquiries about this policy to Human Resources at hr@law.columbia.edu.

I.   Eligibility of Officers of Administration, Libraries and Research to Teach

Columbia Law School relies on Officers of Administration, Libraries and Research to fulfill vital administrative and research functions in the School. As such, there is a presumption against assigning teaching duties to Officers in these job classifications unless teaching duties are formally included in the Officer's job description.

Columbia Law School presumes that courses registered at the Law School will be taught by members of the full-time faculty or outside lecturers. Deviation from this presumption should occur only in exceptional circumstances, and then only when the following conditions are met:

- The Vice Dean for Curriculum or the Vice Dean of Experiential Education has extended a formal offer to teach

- The Officer has obtained the permission of their immediate supervisor and the head of their department (Associate Dean or above), who may refuse permission if they determine that the teaching will interfere with the Officer's primary position responsibilities

- Classroom instruction and related course administration will be performed fully outside of the Officer's normal business hours, unless otherwise directed by the Vice Dean

Additionally, to ensure compliance with all sponsored project terms and conditions, an Officer of Research must also obtain permission from the Law School's Chief Financial Officer. To determine eligibility, the Chief Financial Officer will conduct a review to assess if the secondary instructional appointment is allowable under the existing grant terms and conditions and meets University effort reporting requirements.

II.   Part-Time Instructional Appointments

Once an Officer meets the eligibility criteria as defined above, they will receive a part-time instructional appointment as a Lecturer in Law for the period of their teaching responsibilities. These appointments are governed by the University's policies for part-time officers of instruction and will end with the completion of the officer's instructional assignment.

Officers may only teach one course per term and no more than two courses in an academic year.

III. Compensation for Part-Time Instructional Appointments

Officers Eligible for Additional Compensation

Officers of Administration, Libraries and Research of Grade 14 and below whose full-time responsibilities, as defined by their job description, do not include instructional services and/or supervision of students are eligible for additional compensation.

Officers Not Eligible for Additional Compensation

Officers of Administration, Libraries and Research whose full-time responsibilities include teaching and/or the supervision of students are not eligible for additional compensation. In addition, Senior Officers of Grade 15 and above are not eligible for additional compensation.

IV. Instructional Appointment Authorization Form

Officers of Administration, Library and Research must fully complete the Instructional Appointment Authorization Form in order for an instructional appointment to be processed by Human Resources.

All instructional appointments are subject to the approval of the Vice Provost for Academic Administration.

V. Instructional Salary

Qualified Officers who meet all of the conditions for eligibility will be compensated by point at the Law School's standard rate paid to lecturers. If an Officer co-teaches a course or program with another instructor, the total course credits, and associated total course compensation, will be divided. Please note that fieldwork in externships is capped at 2 points for payment purposes.

All salary must be paid directly to the Officer.