

## ADMINISTRATIVE MEMORANDUM

VPAA 16-02

January 13, 2017

**SUBJECT: Procedures for Appointing Faculty to Self-supporting Academic Courses in College of eLearning and Extended Education**

**DISTRIBUTION: All Faculty, Staff, and Administrative Offices**

These procedures are intended to document and standardize how faculty are appointed to teach self-support academic credit bearing courses administrated through College of eLearning and Extended Education (CEEE). In order to ensure program quality and consistency while distributing faculty workload appropriately, department chairs and college deans will review and approve the instructional assignments according to the following processes. Faculty may be “bought out” or may work for additional pay. When working for additional pay, the 125% employment limitation will apply.

Note that in addition to determining workload and compensation, these procedures may also impact various reports and reporting, and adjustments to those reports should be made accordingly. For example, student-faculty ratios may be distorted when faculty are coded as being given assigned time for teaching a self-support course. Other reporting anomalies may occur and should be considered so that the reports can be adjusted or footnoted accordingly.

Although faculty may appear on reports with “buy-out” or “assigned time” when teaching self-support courses, their teaching evaluations for those courses will still be considered during normal evaluation processes (tenure, promotion, new appointment, etc.).

Faculty will receive compensation, benefits and entitlements according to the contractual arrangements for the classification to which they are being appointed (i.e. state-support or self-support) according to the categories below.

### **1. Tenured/Tenure-track Buy-Out:**

When a tenured/tenure-track faculty seeks to redistribute a portion of his/her workload to include a self-support course, the department/dean’s office will show the workload as “buy-out” or “assigned time” on reports and the college dean’s office will request an invoice after the first week of classes each term for CEEE to reimburse the college for the actual cost of instruction based on the program specific MOA. The appointment is under the existing (state-support) classification code.

### **2. Tenure/Tenure-track, Additional Pay:**

When a tenured/tenure-track faculty has a full workload assignment on the stateside and agrees to teach a self-support course for additional pay, the faculty will be appointed by CEEE into a self-support job classification (2322) for that assignment.

**3. State-supported Lecturer Buy-Out:**

When a lecturer who already has a state-side appointment (class code 2358) is assigned to teach a self-support course, the assignment will be made on a lecturer transaction form (LTF) and a chartfield will be provided so that the actual costs will be charged directly to CEEE. The appointment is under the existing (2358) classification code.

**4. State-supported Lecturer, Additional Pay:**

When a lecturer has been given his/her normal workload on the stateside and agrees to teach additional courses for self-support, the lecturer will be appointed by CEEE into a self-support job classification (2322) for that assignment.

**5. Self-Support Faculty:**

If state-supported faculty members are not available (or qualified) to teach a self-support course, CEEE may hire outside lecturers with both department and college approval. Faculty hired by CEEE will be appointed to the self-support job classification (2322) for those courses.