

Upper Iowa University University Policy Proposal Form

University Policy Definition: Except as limited by law, University Policy is a course or principal of action broadly applied across the institution in an effort to 1) support the University's strategic direction, 2) mitigate risk, 3) improve operational efficiency, and 4) promote a culture of best practices. All approved University policies are posted on myUIU under University Policies.

Date of Request: 6/5/2014
Policy Name: University Staff Teaching Policy
Responsible Officer: Provost
Responsible Office: Office of the Provost

Policy: It is the policy of Upper Iowa University (UIU) to allow qualified exempt staff members who meet the requirements to teach graduate or undergraduate courses at the university with the approval of his/her supervisor.

Purpose: The purpose of this policy to outline the University's position regarding additional employment for Staff members teaching courses at Upper Iowa University. This policy provides guidelines for Staff members who do not teach classes as part of the normal responsibilities of their full-time positions. This policy only applies to Staff members who have full responsibility for teaching a class; occasional lectures or short presentations are not covered under this policy.

Scope: For the purposes of this policy, teaching courses refers to any paid employment within the University where the primary focus is teaching classes outside the responsibilities of the Staff's normal assigned University position.

Implementation: Staff may teach up to three courses per year (1 per semester) in addition to their full-time responsibilities. Staff must be credentialed by the appropriate academic School and all courses must be approved by the Staff's immediate supervisor and Associate/Assistant Vice President (Extended University) or President's Council member (Fayette/Center for International Education). All work associated with the course instruction should be done outside of scheduled work hours (unless otherwise approved by their immediate supervisor and Associate/Assistant Vice President (Extended University) or President's Council member (Fayette/Center for International Education). This includes: teaching, prep work, grading, student communication and office hours.

A staff member who wishes to teach a course must meet the following requirements:

- Has completed one year of employment at UIU.
- Is classified as an exempt employee.
- Meets the criteria of the credential template and the approval of the academic school dean.
- Completes the Staff Teaching Request Form (see Appendix A).

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- Submits the Staff Teaching Request Form to his/her immediate supervisor as indicated on the Staff Teaching Request form. The immediate supervisor will forward the Staff Teaching Request Form to the Associate/Assistant Vice President (Extended University) or President's Council member (Fayette/Center for International Programs) for approval.
- Assistant Vice President or President's Council member forwards a copy to the HR Office.

Benchmarking: Portions of this policy used by permission from the University of Mount Olive.

Revision History: No previous written policy.

Contact information:

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AQIP Category:

AQIP Category One: Helping Students Learn

HELPING STUDENTS LEARN focuses on the design, deployment, and effectiveness of teaching-learning processes that underlie the institution's credit and non-credit programs and courses and on the processes required to support them.

AQIP Category Four: Valuing People

VALUING PEOPLE explores the institution's commitment to the development of your faculty, staff, and administrators.

AQIP Category Six: Supporting Institutional Operations

SUPPORTING ORGANIZATIONAL OPERATIONS addresses the organizational support processes that help to provide an environment in which learning can thrive.

Strategic Initiative:

Strategic Initiative #1: Introduce policies and programs that create the seamless movement of students and faculty.

(For UPC Use Only)

Approvals:

University Policy Committee

Date Approved: 9/29/2014

President's Council (PC)

Date Approved: 11/4/2014

Legal Counsel

Date Approved: 11/4/2014

Academic Affairs Council/Faculty (if required)

Date Approved: N/A

Board of Trustees (BOT) (if required)

Date Approved: 2/6/2015

Policy Effective Date: Immediately

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Staff Teaching Request Form

This form should be completed by the Staff member and submitted to their immediate supervisor for approval. Each course must be approved prior to the distribution of a teaching contract.

Staff members who teach a course for the University must adhere to the Staff Teaching Policy and procedures therein.

Employee Name: _____ Office Location: _____

Information about the Course to be Taught:

Course Code and Title: _____

Course Location and Time: _____

Calendar Year: 20_____

Term 1____ Term 2____ Term 3____ Term 4____ Term 5____ Term 6____

Course Start Date: _____ Course End Date: _____

Additional Information: _____

Approvals

Immediate Supervisor:

_____ Date: _____

Assistant Vice President
(For Extended University):

_____ Date: _____

or

President's Council Member
(For Fayette/Center for International Education):

_____ Date: _____

Please forward approved form to the Office of Human Resources.