

	PROCEDURE - Teaching Academic Courses and Taking Academic Courses	No. 2009-1	Rev. 03-25-2009
		Date Approved:	
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		Filename:	Teaching - Taking Academic Courses

I. DEFINITIONS

II. PROCEDURE

The following procedure will be used by Information Technology Division Staff who desire to teach academic courses with or without extra pay or take an academic course. The procedure must be completed and approval given before staff commits to a teaching assignment or taking an academic course.

Weber State University has a policy (PPM 3-42) regarding staff members taking academic courses. For staff teaching academic courses, a policy (PPM 3-48), applies to limits on extra compensation (supplemental pay.)

Teaching Academic Courses

Teaching an academic course can be a valuable experience to the employee and to the division. Teaching an academic course enables the teacher to learn more and newer information about a particular area within their job duties and may improve their ability to do their current job.

It should be understood that teaching a class is a commitment above the expectations that the staff member will devote 100% of their work time to the fulfillment of their primary job description. Therefore, all activities related to teaching (preparation, grading, advising of students, and actual class instruction) must be done on their own time. If teaching activities are done during regular work hours, those hours will be made up with flex time (as agreed upon with their supervisor) or with personal leave.

Taking Academic Courses

Teaching – Taking Academic Courses Procedure

Taking an academic course for professional improvement can be a valuable experience to the employee and to the division. Taking an academic course enables the employee to learn more and newer information about a particular area within their job duties and may improve their ability to do their current job.

Occasionally during performance reviews, areas where an employee may be lacking can be remedied through additional education, often in courses offered by WSU.

Taking an academic course outside of the employee's professional discipline can also contribute the employee satisfaction and personal development. These types of courses are also encouraged, where feasible.

From WSU PPM No. 3-42

"1. Full-time salaried employees of the University and their spouses may enroll for a maximum of six credit hours per semester or the twelve week Summer Term in credit programs without payment of regular tuition or student fees. If the above enrolls for more than six credit hours in any given semester or the twelve week Summer Term he/she must pay as tuition 50% of the difference between the normal tuition for their total hours and the normal tuition for six credit hours. Student fees are waived. Differential tuition fees for graduate courses are not waived. Employees and their spouses may participate in this program provided that enrollment in such courses does not interfere with work schedules."

"9. Employees may, at their discretion, take classes outside of the regular work schedule. Supervisors may, in order to encourage the professional development of their employees, grant requests to take classes during the regular work schedule if the supervisor determines granting such a request would not disrupt the proper functioning of the unit and a plan is agreed upon for making up the hours missed. "

Process for Making a Request

1. A request which includes course title, number of credit hours, day, and time of day must be submitted through administrative channels to the appropriate IT Director.
2. This request will contain the recommendation of the immediate supervisor. Pending a positive recommendation by the supervisor the request will be forwarded to the appropriate IT Director.
3. Approval for teaching or taking a course(s) will be made by IT Director's Council. The IT Director's Council may reject the request based upon departmental demand for services or other considerations.

Teaching – Taking Academic Courses Procedure

4. Please fill out one sheet per course.

Please submit your teaching request forms to your supervisor no later than May 24 for fall courses, Oct. 24 for spring courses, and March 24 for summer courses. Supervisors, please be sure that your IT Director receives the document by the 31st of each of the months listed. Note that Vice Presidential approval is required if supplemental pay is expected to exceed 15% of base salary during any one fiscal year, and Presidential approval is required for any amount exceeding 33% of base salary. See PPM 3-48 for additional information. Human Resources can assist with you estimating supplemental pay via a Crystal Report.

Request for Teaching/Taking Academic Courses
Information Technology Division
(use N/A where not applicable)

Name: _____

Semester: _____ Beginning Date: _____ Ending Date: _____

Course Title: _____

College/Department: _____

Institution (if other than Weber State University) _____

Number of Credit Hours: _____

Day/s: _____ Time: _____

Supplemental Pay: Yes _____ No _____

Estimated pay for this course \$ _____

Online estimation, if applicable (____ Students @ _____ per Credit hour)

Estimated pay for all supplemental teaching assignments this fiscal year \$ _____

(# courses during the fiscal year expecting to teach: _____ In-class, _____ Online)

Arrangements agreed upon with Supervisor for meeting time requirements when teaching/taking Academic courses conflicts with work hours:

Supervisor Recommendation Yes _____ No _____

Recommendation justification: _____

Supervisor: _____ IT Director: _____

Date: _____ Date: _____

(If Necessary)

Vice President: _____ President: _____

Date: _____ Date: _____

