



UNIVERSITY POLICY

HUMAN RESOURCES POLICIES

Number: 303

Subject: University Staff Teaching Policy

Covered Individuals: UIU Exempt Employees

Covered Campus Locations: All Locations

Effective Date: February 6, 2015

Last Revision: May 30, 2018

POLICY STATEMENT

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.

DEFINITIONS

This policy provides guidelines for staff members who do not teach classes as part of the normal responsibilities of their full-time positions. Occasional lectures or short presentations are not covered under this policy.

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.

POLICY

Staff may teach up to three courses per year (1 per semester) in addition to their full-time responsibilities. Staff must be in accordance with the Faculty Qualifications Policy regarding being credentialed by the appropriate academic school and all courses must be approved by the staff's immediate supervisor and President's Council member. All work associated with the course instruction should be done outside of scheduled work hours (unless otherwise approved by their immediate supervisor and President's Council member. 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.
- Be in accordance with the Faculty Qualifications Policy and the approval of the academic school dean.
- Completes the Staff Teaching Request Form (see Appendix A).

- 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 President's Council member for approval.
- President's Council member forwards a copy to the HR Office.

FORMS

[Staff Teaching Request Form](#)

REFERENCES/BENCHMARKING

N/A

CONTACTS

Office of Human Resources: hr@uiu.edu and 563-425-5959

SANCTIONS

N/A

HISTORY

- September 29, 2014
 - Policy was created and recommended by University Policy Committee
- November 4, 2014
 - Policy was approved by President's Council
- February 6, 2015
 - Policy was approved by the Board of Trustees
- January 16, 2017
 - Policy was reviewed and approved by President's Council
- May 7, 2018
 - Policy was reviewed by University Policy Committee
- May 30, 2018
 - Policy was approved by President's Council