



## HUMAN RESOURCES POLICY

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**NUMBER/TITLE:** HR-303, UNIVERSITY STAFF TEACHING POLICY

**Covered Individuals:** UIU Exempt Employees

**Strategic Priority:** SP 1.3, 2.1

**Covered Locations:** All UIU Locations

**HLC:** Criterion 2, 3

**Effective Date:** 02/06/2015

**Consultations:** EDHR, Univ. Policy Cmte.,

**Last Revision:** 05/30/2018

VPASA

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### 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.

### PURPOSE

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.

### DEFINITIONS

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 IMPLEMENTATION

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.

**CUSTODIAN**

The Office of Human Resources

**RELATED DOCUMENTS, FORMS, AND POLICIES**

**[Staff Teaching Request Form](#)**

**HISTORY**

<b>New/Revision Number:</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
HR303	9/29/14	Policy was created and recommended by University Policy Committee
303	11/4/14	Policy approved by President’s Council
303	2/6/15	Policy approved by Board of Trustees
303	1/16/17	Policy was reviewed and approved by President’s Council
303	5/7/18	Policy was reviewed by University Policy Committee
303	5/30/18	Policy was approved by President’s Council
303	6/7/23	Reviewed and New Template