**Staff Teaching Memorandum of Understanding (MOU)Template**

The Department of       has determined that       has the appropriate academic qualifications to teach       to be offered during the       semester of the       Academic year.

Obligations associated with teaching this course include       hours of course delivery time each week,

      of office hours each week, and approximately       hours of course preparation and grading each week.

The employee’s supervisor       agrees that the employee’s work unit will not be adversely affected. Furthermore, the employee has an adjusted work schedule that accommodates class time and teaching obligations but ensures that regular work is accomplished.

The Department agrees to pay the employee the sum or $       for the duties outlined in this Staff Teaching Memorandum of Understanding. This pay shall be supplemental to the employee’s base pay, which will not increase the employee’s base pay. Any market, merit or other salary adjustments distributed during the period of this commitment shall be applied to the employee’s base pay only, and not to any supplement paid under this agreement.

The teaching commitment will be reviewed by all parties, including the employee, supervisor, and academic department head, prior to      . (Please note: this date should allow sufficient time for review and approval by Academic Affairs before the beginning of the class.) The employee, supervisor, or academic department head may also request a review of the arrangement at any time prior to this date. The academic department may terminate the arrangement at any time due to changing teaching needs or teaching performance.

This agreement is governed by the Employee Handbook, Section 26.a.iv, 5-2, Supplement Income. By signing this Staff Teaching Memorandum of Understanding, all parties acknowledge that they have read the Regulation and agree to abide by its terms.

Signatures

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| --- | --- |
|  |  |
| ---  Employee | ---  Date |
| ---  Supervisor | ---  Date |
| ---  Academic Department Head | ---  Date |
| ---  Vice President for Employee’s Unit | ---  Date |

Appendix A: UW Handbook, Supplemental Income

The Employee Handbook, Section 26.a.iv., makes limited provision for full-time fiscal year employees1 to earn supplementary pay for teaching. The provisions are quite restrictive:

* The employment will not interfere with the performance of the employee’s regularly assigned duties;
* The part-time duties to which the employee is assigned on a supplementary basis require instructional or professional expertise that *is not available through regularly appointed academic personnel or professional employees or through part-time appointment of non-University personnel*;
* The supplementary assignment does not exceed the equivalent of one regularly scheduled three-hour credit course in any fiscal year, unless approved by the Provost or designee; and
* The supplementary assignment is not in addition to the maximum time allowed for consulting (see Employee Handbook for more details).

Administrative Notes

This MOU must be completed any time it is determined that a full-time staff member is needed to teach a class.

Please provide an alternative/adjusted work schedule with explanation for how normal work duties will be accomplished if the class (and related duties like office hours) is scheduled during the typical workday. Attach the explanation to this MOU and send to [facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu).

In light of the policy restrictions described above Academic Affairs, normally approves exception requests (exceeding one regularly scheduled class in a fiscal year) for teaching by full-time staff only in exceptional circumstances (e.g., the temporary illness and absence of a faculty member, late notice of faculty departure, etc.).

1 The same criteria are applied to requests for supplementary pay for teaching by full-time faculty with fiscal year appointments. In fact, we very rarely approve supplementary pay for teaching by these faculty members, unless there are emergency circumstances requiring the faculty member to step in on short notice.