

Staff Teaching

Memorandum of Understanding Template

The Department of \_\_\_\_\_ has determined that \_\_\_\_\_ has the appropriate academic qualifications to teach \_\_\_\_\_ to be offered during Please Select Academic Year: Please select one

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 contribute \$\_\_\_\_\_ to augment the employee's base salary for the duration of the teaching commitment only. Any merit raises distributed during the period of this commitment shall be applied to the full base. The employee shall retain the full amount of any such merit raises when the teaching obligation ends and the base pay adjustment is removed.

The teaching commitment will be reviewed by all parties, including the employee, supervisor, and academic department head, prior to \_\_\_\_\_. 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.

Signatures

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Academic Department Head Date

\_\_\_\_\_  
Vice President for Employee's Unit Date

## Appendix A: UW Regulation 4-2, Supplementary Pay Exceptions for Teaching

UW Regulation 4-2 makes limited provision for full-time fiscal year employees to earn supplementary pay for teaching. The provisions are quite restrictive: (a) the employment will not interfere with the performance of the employee's regularly assigned duties; (b) 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*; (c) the supplementary assignment does not exceed the equivalent of one regularly scheduled three-hour credit course in any calendar year; and (d) the supplementary assignment *shall normally not be recurring*. (Emphases added). In light of these regulatory restrictions, Academic Affairs normally approves supplementary pay for teaching by full-time staff only in exceptional circumstances, e.g. the temporary illness and absence of a faculty member, and for no more than one semester in order to adhere to the “non-recurring” criteria.<sup>4</sup>

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<sup>4</sup> 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.