August 12, 2010

Base Salary Increases for Staff Teaching in Academic Units

This memo establishes a university-wide protocol for awarding temporary base pay increases to staff employees who regularly deliver credit-bearing classes in addition to their customary staff duties.

Principles and conditions:

A base salary increase is permitted for staff members who take on approved recurring teaching responsibilities for academic units, for example, for three consecutive academic years. Any teaching duties that result in a base pay increase must be in addition to and beyond the scope of the staff employee’s regular job.

This provision recognizes that teaching by staff can be advantageous for both the staff member and the academic unit; however, there is no right to teach implied by this policy.

The policy does not include increases to the salaries of Officers of the University who choose to teach. ¹ In addition to such Officers, other non-academic personnel who have the appropriate expertise and elect to teach may be identified as ineligible for a salary increase based on their positions or salary levels.

The following conditions apply:

- The academic unit has an ongoing need for the instruction as part of its curriculum.
- The academic unit has determined that the staff member has appropriate academic qualifications to meet that need.
- The academic unit agrees to pay the base salary supplement for the duration of the teaching commitment.

¹ Officers of the university are those who hold at-will administrative appointments, listed at: http://www.uwyo.edu/uw/officers/adoffice.asp.
• The academic unit head may terminate the agreement at any time in response to changed teaching needs or concerns about teaching performance.
• The staff member’s supervisor and vice president have approved the teaching appointment, and have determined that the unit’s work will not be adversely affected as a result.
• The staff member has received approval for an adjusted work schedule that ensures both the teaching obligations and the regular work duties are met.\textsuperscript{2} To be compliant with FLSA regulations, non-exempt employees must record the specific hours worked in the core job for any days an adjusted (flex) schedule is in effect.
• A brief written memorandum of understanding is in place between the academic unit and the staff member’s unit of regular employment that defines the expectations and conditions of the arrangement, including a scheduled date for reviewing the agreement. (See attached template.)
• The employee and the employer’s supervisor may request a review of the arrangement at any time prior to the date specified in the MOU based on impacts on the employee’s or unit’s work. Such a review may result in the termination of the agreement.

Background and rationale:

According to University of Wyoming Regulations, the institution’s full-time fiscal year employees may not generally receive supplementary pay (UW Regulation 4-2). The main reason is that full-time employees already receive salaries for full-time work on a year-round basis.\textsuperscript{3}

UW Regulation 4-2 does provide for limited exceptions to the supplementary pay rules, including for teaching. The terms of this exception are appropriate for filling emergency or short-term teaching needs, but not for longer-term more stable teaching commitments that are typically the envisioned by staff members who would like to teach or by the academic units that would like to employ staff in the classroom. The details of the exception policy are described in Appendix A.

Every semester Academic Affairs receives a number of \textit{ad hoc} requests from academic units to hire and pay UW staff to teach. This document puts in place a systematic and consistent approach to addressing such requests that resolves several prior concerns. In particular, the approach ensures the following:

• The interests and needs of both the academic department and the staff member’s unit supervisor are recognized and accounted for.

\textsuperscript{2} University-level teaching—as the university’s core mission—whether on-campus or through the Outreach School, is too demanding to be confined to non-work hours. Arrangements in support of teaching by staff must, therefore, provide for student contact hours at least during the regular university hours of business.

\textsuperscript{3} Exceptions to the general rule proscribing supplemental pay for full-time, full-year employees are spelled out in UW Regulation 4-2. One such exception is “overtime payments when required by the contract of the employee or by applicable State or Federal law.” However, most university staff interested in teaching are ‘exempt’ and are therefore not eligible for overtime pay. And, in fact, following the budget reduction UW now offers comp time in lieu of overtime pay.
• The significant time and effort involved in good teaching is explicitly acknowledged through the development of an adjusted description of job duties and a plan for ensuring that the work of the staff member’s unit is not adversely affected.

• The approach provides for a longer-term, ongoing, and stable commitment to teaching by the staff member when a longer-term commitment is desirable.

• And, importantly, the increase in base pay for teaching counts toward the university’s salary budget. As a result, state-funded raise monies and employee benefits contributions are adjusted accordingly.
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
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.4

4 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.