**Staff Teaching Memorandum of Understanding**

Employment as a part-time lecturer (e.g., temporary lecturer) will be needed for any full-time employee who will have their salary supplemented from University grants, contracts, or other University sources1. This MOU must be completed any time it is determined that a full-time employee is needed to teach a class. Please complete **both Step 1 and Step 2** and then email to Academic Affairs at [facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu) for record keeping and final approval.

**Step 1: Agreement**

The Department (or School) of DEPARTMENT has determined that NAME has the appropriate academic qualifications to teach COURSE to be offered during the SPRING OR FALL semester of the YEAR academic year.

Obligations associated with teaching this course include ## hours of course delivery time each week, ## hours of office hours each week, and approximately ## hours of course preparation and grading each week.

The employee’s supervisor, 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. **Provide an alternative/adjusted work schedule in Step 2.**

The Department agrees to pay the employee the sum of $### for the duties outlined in this Staff Teaching MOU. This pay shall be supplemental to the employee’s base pay and 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 has been reviewed by all parties, including the employee, supervisor, and academic unit head. The employee, supervisor, or academic unit head may request a review of the arrangement at any time prior to this date. The academic unit may terminate the arrangement at any time due to changing teaching needs or teaching performance.

By signing this Staff Teaching MOU, all parties acknowledge that they have read the Employee Handbook and agree to abide by its terms.

|  |  |  |
| --- | --- | --- |
| **Signature** | **Printed Name** | **Date** |
| (Employee) | Click or tap here to enter text. | DATE |
| (Direct Supervisor) | Click or tap here to enter text. | DATE |
| (Academic Department Head of Academic Unit where class is to be taught) | Click or tap here to enter text. | DATE |
| (Vice Provost/Faculty Affairs if employee is in an academic unit; if not, Vice President or Vice President of employee’s division.) | Click or tap here to enter text. | DATE |

**Step 2: Adjusted Work Schedule**

An outline of the staff member’s alternate/adjusted schedule is required to finalize the MOU request. Please complete the following table by noting the changes to the normal working schedule and how hours will be adjusted. Add additional notes at the bottom, if necessary.

To assist with completing the work plan, an example is provided (in *italics*) where the employee’s normal working hours are from 8am-5pm, Monday-Friday. The course is delivered in-person from 11am-12:15pm on Tuesdays and Thursdays.

|  |  |  |
| --- | --- | --- |
| **Day of the Week** | **Adjusted Schedule** | **Example** |
| Sunday | Click or tap here to enter text. | *N/A* |
| Monday | Click or tap here to enter text. | *Normal workday (8am-5pm)* |
| Tuesday | Click or tap here to enter text. | *11am-12:15pm: in-person class, Workday will be extended to 6:15pm.* |
| Wednesday | Click or tap here to enter text. | *Normal workday (8am-5pm); office hours hosted from 5pm-6:30pm.* |
| Thursday | Click or tap here to enter text. | *11am-12:15pm: in-person class, Workday will be extended to 6:15pm.* |
| Friday | Click or tap here to enter text. | *Normal workday (8am-5pm)* |
| Saturday | Click or tap here to enter text. | *N/A* |

Additional Notes: *(Example:* *All grading and course prep will occur outside the normal work week.)*

Click or tap here to enter text.

1 The Employee Handbook, Section 26.a.iv., makes limited provision for full-time fiscal year employees 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.
* The supplementary assignment is not in addition to the maximum time allowed for consulting (see Employee Handbook for more details).

NOTE: For exception requests to the limit of one 3-credit class per fiscal year (e.g., for the temporary illness and absence of a faculty member, late notice of faculty departure, etc.), send email with justification and a copy of the new MOU to [facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu); approval must be obtained prior to making the temporary appointment as part-time lecturer.