

COORDINATED BY: DIVISION OF CONTINUING
EDUCATION AND PUBLIC SERVICE

EFFECTIVE: JANUARY 1, 1981

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SUBJECT: CONTINUING EDUCATION AND PUBLIC SERVICE PROGRAMS

I. PURPOSE

To define the responsibility of the Division of Continuing Education and Public Service for all continuing education and public service programs offered by and/or co-sponsored by the University.

To establish policy relative to compensation of individuals for performing public service and continuing education instruction or related services, credit or noncredit, for the University.

II. DEFINITIONS

- A. Continuing Education and Public Service programs [special activities] are defined as educational programs such as conferences, institutes, short courses, workshops, professional training programs, off-campus classes, foreign travel and study, telecourses, teleconferences and other special activities, credit or noncredit.
- B. Continuing Education Unit [C.E.U.] is the basic unit of measurement for recognizing an individual's participation in, and for recording an institution's offering of, noncredit classes, courses, and programs. A C.E.U. is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

III. POLICY

- A. Responsibility for the administration and coordination of all continuing education and public service activities is assigned to the Division of Continuing Education and Public Service. The development of public service and continuing education programs is an important academic function of this University. The Division of Continuing Education and Public Service will assist and encourage faculty and staff to develop such programs to meet the life-long education needs of the University's service area.
- B. The Director of Conferences and Institutes has the responsibility to coordinate, with the Business Office and the Office of Admissions and Records, arrangements on registration and fee collection. A program budget will be prepared for each program by the Office of Conferences and Institutes with the cooperation of the program coordinator or director. A program budget will be developed for each program to include revenues, direct expenses and administrative indirect charge of 20% of gross income.
- C. All continuing education and public service activities must be cleared through the Office of Conferences and Institutes before an invitation can be extended to a group to meet on or off campus.
- D. Financial expenditures and/or commitments can only be authorized with prior approval of the Dean or Associate Dean of Continuing Education and Public Service. All fees must be approved and collected by representatives of the Division of Continuing Education and Public Service. University purchasing regulations will be followed in all activities.
- E. When the program activity is co-sponsored by an academic department, that department shall be responsible for staffing and awarding of credit. The awarding of C.E.U.'s is determined by the instructor of the course and the Director of Conferences and Institutes.

- F. The Division of Continuing Education and Public Service is designated as the C.E.U. data processing agency for the University and is charged with the responsibility for maintaining records on all persons attending continuing education and public service programs. Accordingly, registration procedures designed by the Division must be followed.
- G. The compensation policies detailed below will govern salary compensation for continuing education and public service programs. Approval for such compensation will be initiated by the Office of Conferences and Institutes using the appropriate personnel appointment forms to be signed by the Director of Conferences, Chair, College Dean, or appropriate supervisor and Provost.
- H. Course fee income must be sufficient to pay all direct and indirect costs of each program. If fee income is less than expected the Director of Conferences and Institutes may negotiate with the instructor a mutually agreeable instructional fee.

IV. COMPENSATION

- A. Noncredit Activities
 - 1. Extra compensation for noncredit instructional services are normally paid at the rate of \$50 per lecture hour or on a fee basis depending on the revenue and expenses of the program.
- B. Credit Activities
 - 1. Full-time University personnel shall be compensated \$2,000 for a three hour off-campus course as long as the fee income is sufficient to pay the costs of the program. If the fee income is less, a lesser amount may be negotiated if satisfactory to the instructor. Courses less than three hours credit shall be paid for on a prorated basis.
 - 2. Part-time University personnel shall be paid according to the schedule of compensation approved by the Provost.

3. Compensation for LPB Telecourse Instruction shall be \$1,000 for a three hour course. Courses carrying more or less credit shall be paid for on a prorated basis.

C. Special and/or Contractual Courses

When instructional services are provided for groups under special contractual arrangements, whether credit or non-credit, the above listed amounts shall be applicable, unless specified otherwise in the contractual arrangement.

AUTHORIZED	<u><i>Nancy Belch</i></u> Nancy Belch Provost	<u>2-22-93</u> Date
APPROVED	<u><i>John R. Darling</i></u> John R. Darling Chancellor	<u>2/23/93</u> Date