**University of Mary Washington**

Internal Dual Employment Teaching Approval Form

This form is to be completed and submitted each semester (and summer session) in which an **EXEMPT** classified or administrative/professional faculty member will teach a UMW course and will be paid for teaching in addition to their regular pay. **The employee’s supervisor fills out the form and submits it to the Provost Office (****mlink@umw.edu****).**

|  |  |
| --- | --- |
| **Name**  |       |
| **Title** |       |
| **Course(s)** |       |
| **Semester/term** |       |
| **Meeting Times** |       |

**The “teaching policy” for classified and administrative/professional faculty** is stated in the UMW ***Employee Handbook*** (May 25, 2013):

Qualified employees who do not teach as part of their regularly assigned duties may teach credit courses and non-degree courses for the University.  Teaching responsibilities require written approval in advance by the individual’s supervisor and Cabinet Vice-President level approval. If teaching outside the normal hours of work, such as in the evening and on weekends, employees who do not teach as part of their regularly assigned duties may be compensated at the adjunct rate of pay or the assigned rate for a non-degree course.  Compensation for outside employment and consulting during a normal work schedule is possible only if annual leave balances are charged for time away from normally scheduled duties.  Compensation for teaching under this section will not be added to the employee’s base pay.

***If the staff member is NON-EXEMPT, do not use this form.*** Refer instead to the [revised overtime compensation policy](http://www.boarddocs.com/va/umw/Board.nsf/files/AHFRVV6FE356/%24file/E.3.2.%20Overtime%20Compensation%20Policy%20for%20Non-Exempt%20Employees.pdf) (policy E.3.2).

Additionally, the **Provost will consider requests to arrange a work schedule adjustment** so that the employee will make up the work time lost due to teaching. Work time to be rescheduled is that associated with meeting the class and not time involved in grading or class preparation. Individuals are to prepare for classes and grade assignments outside of the regular work day and the adjusted schedule time.

**SCHEDULING ARRANGEMENT FOR THIS COURSE.** *If this class is not taught outside the person’s normal hours of work, the instructor will (select one, put X in the appropriate box):*

|  |  |
| --- | --- |
|       | **take annual leave** to cover time missed for teaching the course or courses. |
|       | make up work time missed when teaching by an **adjusted work schedule** approved by the individual’s supervisor; records of the adjusted work time will be maintained by the supervisor. |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor** |       | **Date** |       |
|  |  |  |  |
| **Provost** |       | **Date** |       |