

Vice President for Student Affairs Policies: Human Resources

Policy 2.001: Teaching Academic Courses

Summary:

This policy provides the process through which Division of Student Affairs staff must seek divisional approval before agreeing to teach an academic course at the University of Florida or any other institution of higher education.

- 1) Division of Student Affairs faculty, staff, and student employees (“Staff”) may teach academic courses at the University of Florida (“UF”) or another institution of higher education, but only after they have received divisional approval to do so.
 - a) Divisional approval requires approval of the staff’s supervisor and their respective Associate or Assistant Vice President (AVP) / Vice President (VP).
- 2) Staff cannot commit to teaching any academic course until they have received divisional approval to teach the course.
- 3) Approval process
 - a) Staff must use the Teaching Approval Form for the Division of Student Affairs (“Approval Form”) to seek divisional approval to teach academic courses at UF or another institution of higher education.
 - b) Staff begin the approval process by submitting the Approval Form to their Supervisor.
 - c) The Supervisor will review and approve or deny the request to teach each requested academic course listed on the Approval Form in a timely manner.
 - d) If the Supervisor approves the Staff teaching any academic courses, the Supervisor will forward the Approval Form to the appropriate AVP/VP for approval.
 - i) The AVP/VP will review and approve or deny the request to teach each requested academic course listed on the Approval Form in a timely manner.
 - e) If the Supervisor denies the Staff’s teaching request completely, the process is deemed complete, but a copy of the form should still be forwarded to the Vice President’s Office.
- 4) Staff must be in good standing in both the division and university in order to be approved to teach.
- 5) Staff are only permitted to teach the following number and types of courses in any given semester, including summer terms:
 - a) one three-credit course,
 - b) one two-credit course, or
 - c) two one-credit courses.
- 6) Staff requests to teach an academic course (or courses) will be denied when the supervisor believes, based on objective criteria, that teaching the course (or courses) will interfere with the Staff’s ability to perform the responsibilities of their position.
- 7) Teaching during scheduled work hours
 - a) Staff who teach or prepare for their courses during their regularly scheduled work hours are expected to either take leave or make up their work time in another way, unless:
 - i) the course being taught is a First Year Florida course,
 - ii) the class is part of the Staff’s job description, or
 - iii) the Staff receives no compensation for teaching a UF course.
 - b) Staff who need to make up their work time when teaching or preparing for classes during their regularly scheduled work hours will work with their supervisor to determine how best to account for this time.
 - i) This accounting for time should be documented on the Approval Form.
- 8) Additional Forms

- a) If Staff receives additional compensation for teaching a course at UF, they must also complete and have approved [Form HR-600](#).
 - b) If Staff is teaching at another institution of higher education, they must also complete and have approved the [Disclosure of Outside Activities Form](#).
- 9) Storage of Approval Forms
- a) Supervisors will keep a completed copy of the Approval Form in the Staff's personnel file
 - i) This includes Approval Forms on which the Supervisor denied the Staff's request to teach.
 - b) The AVP/VP shall also store a copy of all completed Approval Forms in a centralized file in the Vice President's Office.

Approved by: 
Dr. D'Andra Mull, Vice President for Student Affairs

Approved Date:	February 10, 2021
Revision/Review Dates:	