

<b>Responsible Officer:</b>	
<b>Responsible Office:</b>	
<b>Issuance Date:</b>	
<b>Effective Date:</b>	
<b>Last Review Date:</b>	
<b>Scope:</b>	Teaching

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## **I. POLICY SUMMARY**

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## **II. DEFINITIONS**

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## **III. POLICY TEXT**

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### **A. Campus Teaching**

The teaching of regularly scheduled UC campus classes is neither an expected nor a routine duty for Division academic appointees. The Smith-Lever Act specifically prohibits the use of federal funds and matching state funds for on-campus teaching. Extension work is to consist of off-campus educational efforts. However, campus teaching can be of direct benefit to a specific program, and academic appointees may have valuable teaching skills to offer. This section applies to academic appointees who do not have a joint research or teaching appointment. Academic appointees who do have such an appointment should consider teaching as part of their non-Extension service.

Division academic appointees may be granted special approval, on an individual course basis, to teach or help teach graduate or undergraduate campus classes where (1) the appointee and the campus Department Chair find it mutually agreeable, (2) it is of direct, demonstrable value to the successful completion of a planned project for which the appointee is responsible, and that has been assigned high priority by the Regional Director, the Program Leader, or the Assistant Vice

President-Programs, as appropriate; and (3) the department reimburses the Division with funds, staff assistance, or other support that will enable the Division appointee to fulfill his or her other duties while teaching. In any case, permission to teach must include evidence that current Division program activities will not be disrupted.

No Division appointee may teach more than one scheduled campus course (quarter or semester) per academic year. Since the department is responsible for the continuation of courses, no academic appointee shall be allowed to teach the same course on a continuing basis without the special approval of either the appropriate Regional Director for county staff, the appropriate Program Leader for SSPP staff, or the Assistant Vice President-Programs for Research and Extension Center System staff. The Department Chair should provide an evaluation of the appointee's teaching effectiveness for inclusion in his or her personnel file.

Division academic appointees who wish to teach a scheduled on-campus class must obtain approval from the Regional Director or the appropriate next-level supervisor. When approval is granted, a Personnel Action Form shall be prepared and processed to reflect the commitment and to give the appointee an appropriate

temporary teaching title.

This policy does not apply to Division academic appointees who participate in seminars, serve as guest lecturers, or supervise graduate students.

## **B. University Extension Teaching**

Division academic appointees may teach for University Extension under the following conditions:

1. The class must be held outside the appointee's normal working hours.
2. If the class is held during his or her normal working hours, the appointee must take vacation time to teach it.
3. The teaching arrangement must reviewed and approved in advance by the appointee's supervisor.
4. The appointee may not use Division time and other resources to prepare for teaching.
5. If the teaching is part of the official Division program, the appointee may be reimbursed for expenses and the teaching fee must be placed in a special account as specified in Section 345-IV.

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## **IV. COMPLIANCE / RESPONSIBILITIES**

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## **V. PROCEDURES**

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## **VI. RELATED INFORMATION**

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## **VII. FREQUENTLY ASKED QUESTIONS**

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## **VIII. REVISION HISTORY**

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**November 2017:**

Format updated.