

MEMORADUM

Date: November 21, 2003

To: CAS Faculty

From: V. Mark Durand, Dean

Re: Off-Campus Teaching

Faculty members at USF St. Petersburg have a history of teaching on other campuses in the USF system. This activity has a number of advantages, including cooperative sharing of the time and expertise of talented individuals. Occasionally, however, this off-campus teaching has caused difficulties with course scheduling on this campus. Additionally, there is some concern that this teaching may interfere with an individual's ability to be sufficiently engaged in scholarly activity and/or service to the campus community. With adequate planning these concerns can be addressed, but it is important that we outline steps that will make such teaching a successful experience.

To address concerns about off-campus teaching, the College of Arts & Sciences at USF St. Petersburg will coordinate all teaching of full-time faculty in the College. For purposes of this memo "off-campus teaching" will include all non-USF St. Petersburg instructional activities. This means that these guidelines will not be relevant for those courses taught under the aegis of USF St. Petersburg at distant sites such as Clearwater and Seminole. However, off-campus teaching will refer to teaching at other USF campuses (e.g., USF Tampa) and at other institutions. Off-campus teaching will include courses taught "in-load" (i.e., as part of the person's regular teaching schedule) and those taught as an "over-load" (i.e., as an addition to the regular teaching schedule), whether compensated or taught on a voluntary basis. Faculty wishing to teach off-campus as part of their regular teaching schedule (in-load) will need prior written approval of the Dean of the USF St. Petersburg College of Arts & Sciences and will only be approved under unusual circumstances.

Individual faculty who plan off-campus teaching should inform both the person in his or her program responsible for course scheduling and the USF St. Petersburg College of Arts & Sciences staff person responsible for scheduling. This should be accomplished prior to the semester in which the instruction will occur, and with sufficient time for any needed adjustments to the schedule. The goal here is not to dictate to faculty whether or not they should engage in these activities. Rather, it is to assist with planning schedules and for appropriate advising of faculty. In particular, informing the program/department and the college is designed to accomplish several objectives. These objectives include;

- Preventing the duplication of course offerings on this campus and elsewhere,
- Preventing confusion that sometimes arises among students,
- Meeting the needs of USFSP students so that they have access to the courses they need to graduate in a timely fashion,
- Allowing for time to complete and process the appropriate paperwork necessary for University and State compliance,

- Appropriate advising for faculty – especially junior faculty – on the proper use of time in order to further a successful career,
- Balancing the needs of the individual with the instructional needs of the campus, the program and our students.

Prior approval is especially necessary in cases where faculty are teaching in-load on another campus with the expectation that compensation will include having an instructor from another campus teach here (“swapping”). In general, having our full-time faculty teach on another campus with the “swap” being an adjunct instructor teaching on this campus is to be discouraged. Our academic priority is that USF St. Petersburg students are exposed to the best academic experience possible, including having their courses taught by full-time tenured or tenure-earning faculty. Exceptions may be made under unusual circumstances and with prior approval.

Procedurally, USFSP faculty who teach off-campus for compensation must complete one of several forms. For those who receive compensation through the USF system, a “Request for Approval of Extra Compensation” must be completed by the hiring department and approved by both the faculty member’s primary (USFSP CAS) and secondary (hiring department) employers prior to any secondary appointment. Faculty are referred to the USF website for further information (<http://isis2.admin.usf.edu/usfpers/appointments/procedures/dualcomp080702.htm>). For faculty receiving compensation for teaching off-campus outside of the USF system, a “Report of Outside Activity” should be completed (see http://www.stpt.usf.edu/coas/documents/form_outside_activity.pdf).

