Coordination of Faculty Teaching Assignments/Grant/Honoraria

Policy and Procedure
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Coordination of Faculty Teaching Assignments/Grant/Honoraria
Policy and Procedure

Policy: All teaching assignments for any academic program including those that are grant or contract driven are to be done in conjunction with the Associate Dean for Academic Programs or designee.

Purpose: The Coordination of Faculty Teaching Assignments/Grant/Honoraria policy and procedure are intended to:

- Ensure full utilization of faculty
- Ensure administrative review and approval of all teaching assignments
- Ensure grants and honoraria assignments are not in conflict with teaching assignments

Scope: Faculty, Associate Dean
Coordination of Faculty Teaching Assignments/Grant/Honoraria Procedure

1. Proposed teaching assignments are prepared by the Program Directors in collaboration with the Associate Dean for Academic Programs.
2. Proposed teaching assignments and honoraria for contract or grant driven academic programs are to be submitted to the Associate Dean for Academic Programs or designee by the grant or contract primary investigator prior to contact with individual faculty regarding their participation.
3. Teaching assignments and honoraria for contract or grant driven academic programs are to be approved by the Associate Dean for Academic Programs or designee.
4. Those whose teaching assignments are approved by the Associate Dean for Academic Programs or designee may then be approached by the primary investigator concerning employment.
5. Those faculty accepting teaching assignments will be sent contracts by Human Resources staff.
6. Faculty who are currently under contract by OUCN cannot accept additional teaching responsibilities that may preclude them from carrying out their regular teaching assignment without the express written approval from their director and/or Associate Dean for Academic Programs or designee.

Revision History

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<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>1/5/2012</td>
<td>Initial Release</td>
<td>Sandra Fix</td>
<td>Associate Dean for Academic Programs</td>
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<tr>
<td>2.0</td>
<td>1/5/2012</td>
<td>Updated P/P title to better reflect content</td>
<td>Sandra Fix</td>
<td>Associate Dean for Academic Programs</td>
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<tr>
<td>2.0</td>
<td>9/22/2015</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
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