



Approved: December 6, 2018

Revised:

Next Scheduled Review: December 6, 2021

Procedure Summary

Continuing education activities transfer knowledge to the public and private sectors in a way that is consistent with Texas A&M University-Central Texas's mission. Such activities enhance knowledge needs in the respective sectors and can stimulate valuable research. This Standard Administrative Procedures provides guidance to identify procedures for the creation of continuing education, the amounts paid for continuing education, and the appropriate review for continuing education.

Procedure

In order to ensure the programs delivered are of the highest quality, the following processes related to this Standard Administrative Procedure have been established for the development and delivery of continuing education programs.

1. DEVELOPMENT AND DELIVERY OF CONTINUING EDUCATION ACTIVITIES
 - 1.1 The faculty and/or staff member proposing a continuing education activity, must present an estimated cost/revenue analysis to the Vice President for Finance & Administration through their administrative reporting chain. The analysis should include an account where the expenses and associated revenue would be tracked, as well as list the responsible administrator of the account/funds. If one does not exist, the requestor should provide that information in their request. The proposed continuing education course/program must be cost-neutral or profitable.
 - 1.2 Course content and development must be consistent with the standards of the department that the faculty member(s), and or staff resides. Online and blended courses must meet Quality Matters standards.
 - 1.3 A course syllabus must be created that includes learning objectives and target audience.
 - 1.4 A course marketing strategy should be developed with the Office of Technology Enhancement, with the Assistant Vice President for Technology Enhanced Learning approving the program after the following: For faculty, 1. Chair, and 2.

Dean, and For Staff, 1. Supervisor, and 2. Appropriate Director. No form is required, but evidence of approval must be provided either in writing or via email.

- 1.5 The accounting department will be informed of the approved course/program by the Lead Instructor and Assistant Vice President for Technology Enhanced Learning, once the approvals are obtained. The accounting department will create a specific account for the payments from the course/program for appropriate dispersal to faculty/staff.

2. REPORTING OF ACTIVITIES

- 2.1 The Lead Instructor will provide the following information to the Office of Technology Enhanced Learning/Office of Provost on an annual basis, for submission of all continuing education data to the Board of Regents annually in November. The information required includes:

- (a) Course title
- (b) Course description
- (c) Number of courses taught for the year
- (d) Location of the courses taught or online
- (e) Number of total participants for all courses taught for the year
- (f) Course revenues
- (g) Course expenditures including amounts paid to instructor(s)
- (h) Surplus/Deficit for each course
- (i) Number of contact hours per course

3. COMPENSATION FOR CONTINUING EDUCATION

- 3.1 Instructors for continuing education may either be external to Texas A&M University-Central Texas or they may already be employed at Texas A&M University-Central Texas. It is expected that individuals already employed with the University meet their obligations to the university. The Internal Revenue Service requires that when an employee performs any service for his or her employer, all payment should be treated as wages subject to withholding, and payment of income and employment taxes is required.
- 3.2 Authorization to perform supplemental work and approval must be obtained by submitting a Request for Supplemental Pay Form through the appropriate administrative channels before conducting the program or activity.
 - 3.2.1 For courses/programs with individual student fees equivalent to less than \$100, the split is: 1. 80% for Instructor(s), and 2. 20% for Technology Enhanced Learning
 - 3.2.2 For courses/programs with individual student fees equivalent to \$100 to \$400, the split is: 1. 70% for Instructor(s), and 2. 30% for Technology Enhanced Learning,
 - 3.2.3 For courses/programs with individual student fees equivalent to \$401 to \$999, the split is: 1. 60% for Instructor(s), and 2. 40% for Technology Enhanced Learning, and

- 3.2.4 For courses/program with individual student fees equivalent to \$1,000 or more, the split is: 1. 55% for Instructor(s), and 2. 45% for Technology Enhanced Learning.

Related Statutes, Policies, or Requirements

University Rule [31.01.01.D1 Compensation Administration](#)

University Procedure [31.01.01.D1.01 Compensation Administration](#)

Appendix

Supplemental Pay Form

Contact Office

Office of Technology Enhanced Learning
254-519-5860



Texas A&M University - Central Texas

REQUEST FOR SUPPLEMENTAL PAY FORM

Supplemental pay is for work performed by an existing TAMCUT employee for a department or program other than the employee's assigned department. The work should clearly be outside of the employee's normal work duties and performed outside of the employee's normal work hours. The employee's current Department Head, Dean/Director, and/or Vice-President must approve this request.

Employee Name:

UIN#:

Please indicate the designated work time:

Title:

Effective Date:

Start Time:

Supplemental Pay Amount:

Ending Date:

End Time:

Please Check One: _____ Faculty
_____ Staff

Number of Months:

Online Course? Yes No

Is the work being performed outside of normal work duties and hours? Yes No

Funding Source (FAMIS 11-Digit Acct #): _____

Justification for Request: (Faculty/Staff)

DEPARTMENT HEAD CERTIFICATION:

I hereby certify that the additional duties to be performed by the above referenced employee are outside of his/her normal work duties and will be performed outside of his/her normal work hours.

Employee's Dept. Head Date

Requesting Dept. Head Date

APPROVALS:

Employee's Dean/Director Date

Requesting Dept.'s Dean/Director Date

Employee's Vice President (if applicable) Date

Provost & V.P. for Academic Affairs Date

EMPLOYEE CERTIFICATION:

I hereby certify that the above referenced duties are in addition to my normal work duties and will be performed outside of my normal work hours. I further certify that the additional duties will in no way interfere with the performance of my normal work duties.

PLEASE NOTE: All Academic Units must initiate the process in Workday immediately upon receiving all approvals including Employee Certification.

Employee Date

Revised