

UNHCE POLICIES AND PROCEDURES FOR STAFF TEACHING

Cooperative Extension staff are often approached to teach credit and non-credit courses through USNH departments. Before any staff member commits to teaching a course, the following policies and procedures must be observed.

1. The employee must discuss all potential teaching assignments with their supervisor to discuss conflict of interest, (<http://ceinfo.unh.edu/Intranet/UNHCEPP/EmpConfl.pdf>) plan of work implications, cost recovery, time management and task management.
2. A proposal for staff teaching must be made formally to the Cooperative Extension employee's supervisor by the academic department. This proposal clearly states the contributions from Extension and the academic department for teaching the course.
3. Cooperative Extension prefers a salary redistribution rather than additional pay for the employee. USDA Cooperative Extension has a policy that no federal or state offset dollars can be used for formal classroom instruction.
4. Any teaching assignment that doesn't include a salary redistribution must follow USNH and UNH policies for approval including a request for faculty supplemental effort and pay <http://www.unh.edu/hr/pdfs/request-add-pay.pdf> or a request for additional pay for administrative stipend or specialized services <http://www.unh.edu/hr/pdfs/request-add-pay.pdf>. This includes approval by the employee's supervisor, the hiring department and the Dean and Director of Extension.
5. The rate at which Extension Faculty salaries are covered for teaching a course should be consistent with faculty workload and compensation policies and practices in the Department through which the course will be offered.