



MARQUETTE
UNIVERSITY

OFFICE OF THE PROVOST

POLICY

TOPIC:

Policy on Supplemental Compensation for Staff Teaching at Marquette University

POLICY:

On occasion staff employees will be given the opportunity to teach course(s) offered by the colleges/schools or other units. This at times raises confusion whether that teaching assignment is part of someone's compensation as a staff employee. The point of this policy is to remove that ambiguity and clarify if a teaching assignment will produce additional compensation.

Effectively immediately, no one will be authorized to teach a course that receives compensation without a written contract signed prior to the teaching assignment. The contract is an explicit written agreement detailing the teaching assignment, what the compensation is and who pays the compensation for teaching the identified course(s).

Self-authorization for teaching with compensation is not allowed. The approval authority for the teaching assignment and signatory on the agreement will be the department chair, program director or dean for the unit offering the course. The signatory will also be the person authorizing the teaching assignment, compensation and source of funding.

Courses funded from grants will also require a written agreement and approval. Approval authority for the teaching assignment and signatory on the agreement will be the department chair, and program director or dean for the area the course is assigned. The Executive Director, Office of Research & Sponsored Programs will also be signatory on the agreement acknowledging grant funding will be the source of compensation.

Verbal agreements are not adequate as they are too often misinterpreted by the parties involved. A written agreement must be evident or compensation will not be provided. Submission of the salary authorization for payment must be accompanied by a copy of the signed agreement authorizing compensation for the teaching assignment. Failure to produce the agreement prior to the start of the teaching assignment will be deemed to be part of the assigned duties of the staff employee and compensated through the staff salary and no additional compensation will be due.

Policy issued in writing on September 28, 2016 by Daniel J. Myers, Provost