

# Texas A&M AgriLife Extension Service Procedures

31.01.99.X0.01 | Teaching Guidelines for Texas A&M AgriLife Extension Personnel



Revised: January 27, 2025

Next Scheduled Review: January 27, 2030

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## PROCEDURE SUMMARY

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Texas A&M University College of Agriculture and Life Sciences (College) departments occasionally utilize Texas A&M AgriLife Extension Service (AgriLife Extension) personnel to teach credit-bearing courses.

This procedure establishes uniform processes for approval of AgriLife Extension employees who teach credit-bearing courses in non-recurring and ongoing teaching assignments in the College. These guidelines do not apply to 291, 485, 491, 685, and 691 courses.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 GENERAL

Because the compensation for these assignments varies between department and course, the intent is to provide consistency and administrative oversight of AgriLife Extension employees. Approval procedures below are delineated between recurring and non-recurring assignments when an AgriLife Extension employee is being assigned to serve as an instructor of record for a course in the College.

### 2.0 NON-RECURRING ASSIGNMENT APPROVAL PROCEDURES

The below processes and referenced form are in addition to the Vice Provost for Faculty Affairs' process for faculty appointments, which route appointment memos through the Executive Associate Dean to the Vice Provost for Faculty Affairs.

- 2.1 The department should obtain approval for this assignment with the AgriLife Extension director or designee via form AG-726 *Request for Texas A&M AgriLife Agency Employee to Teach Credit-Bearing Courses in the College of Agriculture and Life Sciences*.
- 2.2 The form shall be submitted 30 days prior to the start of the semester in which the AgriLife Extension employee will be teaching.
- 2.3 The request shall include a description of the compensation plan for the employee and AgriLife Extension.
- 2.4 Any exception to the process or deadline requires approval of the AgriLife Extension director and Executive Associate Dean.

### 3.0 RECURRING ASSIGNMENT APPROVAL PROCEDURES

Recurring assignments are defined as two consecutive years or two consecutive offerings (i.e., the course is only offered in alternating years) where an AgriLife Extension employee is assigned as an instructor of record.

- 3.1 The teaching assignment must first be approved by the AgriLife Extension director or designee via form AG-726, *Request for Texas A&M AgriLife Agency Employee to Teach Credit-Bearing Courses in the*

*College of Agriculture and Life Sciences.*

- 3.2 The teaching assignment must be written into the employee's position responsibilities annually.
- 3.3 The employee's teaching responsibilities should either displace AgriLife Extension responsibilities or be added on to existing AgriLife Extension responsibilities with an increase in salary each time the teaching assignment occurs.
- 3.4 If the teaching appointment displaces a portion of the AgriLife Extension responsibilities and that portion of the employee's salary is sourced to 02 funds, the compensation for the permanent teaching appointment should take into consideration potential lost longevity pay.
- 3.5 If an AgriLife Extension faculty member will be teaching a credit-bearing course other than those listed above, they must receive an annual appointment letter from the department in which they will teach that includes their TAMU teaching title and teaching responsibilities for the next fiscal year by July 31.

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**RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[AgriLife Form AG-726, Request for Texas A&M AgriLife Agency Employee to Teach Credit-Bearing Courses in the College of Agriculture and Life Sciences](#)

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**CONTACT OFFICE**

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Questions about this procedure should be referred to the Office of the Executive Associate Dean, College of Agriculture and Life Sciences, at 979-847-9325.

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**REVISION HISTORY**

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