

## Texas A&M AgriLife Extension Service Procedures

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



Approved: March 30, 2018

Next Scheduled Review: March 30, 2023

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#### PROCEDURE STATEMENT

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

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#### REASON FOR PROCEDURE

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These guidelines establish uniform procedures for approval of AgriLife agency employees who teach credit-bearing courses in non-recurring and on-going teaching assignments in the College.

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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 agency employees. Approval procedures below are delineated between recurring and non-recurring assignments when an agency 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 Dean of Faculties process for faculty appointments, which route appointment memos through the Executive Associate Dean to the Dean of Faculties.

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

- 3.1 The teaching assignment must first be approved by the AgriLife agency director via the *Request for*

*Texas A&M AgriLife Agency Employee to Teach Credit–Bearing Courses in the College of Agriculture and Life Sciences Form.*

- 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 agency responsibilities or be added on to existing AgriLife agency responsibilities with a permanent increase in salary.
- 3.4 The proposed compensation increase should take into consideration potential lost longevity pay.

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**RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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

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**CONTACT OFFICE**

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For questions, contact 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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