January 25, 2018

TO: Department Heads
College of Agriculture and Life Sciences

FROM: Dr. Alan Sams, Executive Associate Dean

MEMORANDUM: Teaching Policy for Texas A&M AgriLife Agency Personnel

Departments in the College occasionally use Texas A&M AgriLife agency personnel to teach credit-bearing courses in the College of Agriculture and Life Sciences. The compensation for these assignments varies between department and course. The purpose of this memo is to establish a uniform process.

If an agency employee is being assigned to serve as an instructor of record for a course on a non-recurring basis, the department should obtain approval for this assignment with the agency director. Using the accompanying form, a request to the Director should be submitted 30 days prior to the start of the semester in which the agency employee will be teaching. This request needs to include a description of the compensation plan for the employee and agency. Any exception to this process or deadline needs the approval of the Director and Executive Associate Dean. Also, this process and form are in addition to the existing Dean of Faculties process for faculty appointments which route appointment memos through the Executive Associate Dean to the Dean of Faculties.

If the assignment is an ongoing assignment (“ongoing assignment” will be defined as two consecutive years or two consecutive offerings in the case of a course that is only offered in alternating years), then the teaching assignment needs to first be approved by the agency director and then needs to be written into the employee’s position responsibilities each year and it should either displace agency responsibilities or be added on to existing agency responsibilities with a permanent increase in salary. The proposed increase in compensation for teaching needs to consider potential lost longevity pay which is suspended during the length of time in which compensation for teaching is received.

It is our intent that this uniform process will provide consistency and administrative oversight of AgriLife agency employees that are requested to teach for credit courses.

cc: Department Head Assistants