

Procedure for Authorization for Overseas Courses through OIP

Procedure Title: Authorization for Overseas Courses through OIP

Department Responsible: College of Education

Contact Person and Title: OIP Director/OIP Specialist and Department Head

Procedure: Each request to provide instructional service off-campus must be considered on the basis of its individual merit through the appropriate authorization channels.

1. OIP with consultation with a Department Head identifies the need to offer a particular course.
2. OIP contacts the Department Head involved (on an informal basis) to determine the availability of personnel in his/her/their department to teach the course identified and to secure approval for the faculty member's involvement in the course.
3. The Department Head determines the faculty member's eligibility to teach the course.
4. When agreement regarding the course has been reached, the OIP Program Specialist completes the Supplemental Pay Form (if applicable) and transmits it to the Department Head for signature, and to the faculty member.
5. The OIP Program Assistant will transmit the form to the Director of Financial Affairs.
6. The Director of Financial Affairs should review the document for consulting, supplemental compensation, as well as other financial implications and will recommend approval or not.
7. The Director of Financial Affairs should disburse copies of the document as follows: to the appropriate Department Head, to the faculty member involved, and to the Office of Academic Affairs.
8. If the course is canceled, OIP will confirm the cancellation (in writing) to the faculty member and will transmit a copy to the Department Head.

What Policy is Connected? There is no UA policy associated

Scope: College of Education Faculty