

**Effective:** June 9, 2006

## **Local Agreement CONTINUING EDUCATION POLICY for CREDIT-BEARING COURSES**

**Approved:** June 9, 2006  
MU/APSCUF-MU Meet & Discuss

This Continuing Education Policy has been developed by the Millersville University administration and APSCUF-MU to be consistent with the terms of the PASSHE/APSCUF Collective Bargaining Agreement and to promote an extension of MU's academic program to a wider and more diverse constituency than on-campus traditional students. A revision of this policy may, from time to time, be considered at the request of either the MU administration or APSCUF-MU and the policy may be amended when approved by both parties.

### **Definition**

The continuing education policy covers credit-bearing undergraduate and graduate courses taught payable as an off load course (i.e. via the continuing education pay scale) and at Millersville University Downtown Lancaster or at other off-campus locations approved by the Dean of Graduate Studies (or other designee of the Provost) and the Director of Professional Training & Education.

### **Scheduling and Faculty Assignments**

1. The Dean of Graduate Studies (or other designee of the Provost) and the Director of Professional Training & Education shall recommend appointment of faculty to the Provost and schedule all courses following consultation (as outlined in item 3 under Scheduling and Faculty Assignments) with the relevant department chairs and school deans.
2. Any individual faculty member with the approval of his or her department chair may request that a particular course be offered in continuing education programs.
3. Continuing education courses shall first be offered to qualified regular full-time faculty through school deans and/or department chairs. In the event that regular full-time faculty are not available or interested in teaching a continuing education course, other qualified faculty may be assigned to teach the course in the following order: regular part-time, temporary full-time, temporary part-time. The use of temporary part-time faculty is subject to the caps in the CBA.
4. Every effort will be made to staff these courses through a system of voluntary assignments. School deans and department chairs will work with their faculty to develop an equitable system within each department which takes into consideration

the scheduling desires of the faculty, whenever possible. When a school dean and department chair cannot agree on schedules for these programs, the department chair may bring the dispute to Meet and Discuss for resolution. Ordinarily, the parties shall be guided by the historic pattern of off-campus offerings by the department.

### **Faculty Load and Compensation via the Continuing Education Pay**

1. No continuing education course shall be counted as part of a faculty member's regular academic year workload.
2. Full-time regular faculty members may teach, at most, one continuing education course in each fall, spring or winter term. Full-time regular faculty members may teach no more than three continuing education courses during any academic year including winter term.
3. Unless approved by the school dean, no faculty may teach both a continuing education course and an overload course.
4. Continuing education courses are paid on the continuing education scale unless approved as in-load or overload by the school Dean. Courses not included in this category are those offered under the Faculty Compensation for Travel and Field Courses plan. Distance education courses are paid via the continuing education pay scale in the winter term unless approved as overload by the school Dean.
5. A faculty member teaching a continuing education course for any term (other than summer) shall be paid 75 percent of the tuition paid by the first 15 students and 65 percent for every student above 15 in a course up to a maximum of one-thirtieth (1/30) of the faculty member's academic year salary for each academic credit hour. The effective date of this pay schedule shall be the beginning of the spring 1996 term.
6. Summer continuing education courses shall be included in the calculation of maximum summer teaching load.

### **Offerings**

Only credit-bearing undergraduate and graduate courses developed and approved by academic departments and approved by the appropriate University reviewing committees may be offered by continuing education programs for academic credit.

### **Enrollment Process**

1. Academic policies pertaining to continuing education offerings shall be consistent with those pertaining to on-campus programs. Continuing education courses and programs are not intended to have an adverse impact on the traditional day courses or programs. The University will make every effort to schedule sufficient numbers of sections at appropriate times to meet the needs of all its students.

2. Full-time students will be permitted to enroll in the credit-bearing continuing education courses, but the principal objective of these courses will be to meet the educational needs of nontraditional and/or part-time students.