

Continuing Education – Instructors' Manual

Continuing Education assists academic departments in delivering credit courses on-campus during the weekends, off-campus and online.

Scheduling and Staffing of Continuing Education Courses

- All courses offered through Continuing Education must be approved by an academic department.
- All Instructors for credit courses offered through Continuing Education are appointed by an academic department.

Academic Authority and Responsibility

- Courses offered through Continuing Education are equal in the quality of content to an on-campus section of the same course.
- Continuing Education courses and instructors are approved in writing by the academic department head. Changes related to the course and/or instructor must be approved in writing by the academic department head and Continuing Education.
- The student evaluation process is the same for Continuing Education courses as it is for on-campus courses.

Students with Disabilities

- If your assigned classroom is not accessible to students with disabilities enrolled in your class, make arrangements with your Continuing Education representative to have the classroom changed.
- If you have students who appear to need special help with disability issues, please contact the Access Services Office (734.487.2470) in the Dean of Students Office, 221 King Hall. They can provide referrals to appropriate resources and services. Students with disabilities have a right to attend classes and to expect that appropriate adjustments will be made to accommodate their disabilities. They cannot be excluded simply because they are disabled.

Individual Registration Forms

- Instructors should refer students to a CE representative for assistance with registration for credit courses.

Group Registrations

- If students are registering as a sponsored group (a particular course is being paid for by a third party organization), a Continuing Education representative will collect all of the registration forms at the first class meeting.

Reporting Final Grades

Instructors are to submit final grades online at their *my.emich* account. (Grades are no longer sent to 303 Pierce Hall).

Audiovisual Equipment

Please contact the appropriate Continuing Education representative 72 hours prior to the start of class. Please allow additional time for one-week courses offered during the spring and summer in Traverse City and during Winter Break in Gaylord.

Library Materials

A distance librarian helps facilitate the use of Bruce T. Halle Library resources for off-campus students. She can be reached by calling 734.487.0020, ext. 2198, or by e-mail at judy.block@emich.edu. In addition, please visit the Halle Web site at www.emich.edu/halle and click on off campus class library support.

Last-Minute Course Session Cancellations

In the case of an emergency or unexpected illness please notify CE for assistance in contacting students.

Instructor Pay

Class minimums for credit courses:

- 10 students for Graduate courses
- 15 students for Undergraduate courses

Continuing Education over-load rates:

- Tenure-track faculty and emeritus faculty \$1,400/credit hour
- Full-time lecturers and adjuncts \$1,000/credit hour

Grading Stipend

For lecturers and faculty teaching on an over-load basis, a grading stipend will be paid in addition to the Continuing Education salary, at a rate of \$50 per student per credit hour to a maximum of \$150/student, beginning with the 26th student.

Grading stipend pay will typically be paid on the last pay of the semester.

How to Get Paid and On Time

- Make sure your credentials are in order, with the appropriate academic department, prior to the start of the semester. This includes an application, official transcripts with highest degree posted, vita, W-4, and I-9. The I-9 and W-4 must be filled out approximately a month in advance to the start date of the course. INS hiring policies may require you to provide additional documentation. Upon your credentials being in order, a PAF form must be created and sent out by your home department. Your home department, creating and submitting the PAF, begins the process of you being paid on schedule.

Payment Schedule

Pay is issued on the 15th and the last day of the month. The first pay for adjunct, full-time lecturers and faculty that are teaching at CE over-load rates (provided the course begins at the beginning of the semester) is as follows:

Summer: July 31

Fall: September 30

Winter: January 31

Spring: May 31

- If the 15th or the end of the month falls on a weekend or holiday, the checks will be issued the Friday before.
- Late start course pay is processed after the start of the course.
- If the course begins and ends within two weeks or less, you will receive your entire compensation during the pay cycle that occurs directly after the course ends.
- Once the course has met the minimum number of enrollments, the CE Course/Instructor Approval form is sent to the home academic department to begin the PAF process, the PAF process takes approximately three weeks to complete.
- Any questions concerning pay should be directed to the Continuing Education accounting office at 734.487.9310.

Cancellation of Courses Due to Low Enrollment

The decision to cancel a course is made by the department head and the Dean or Assistant Dean of Continuing Education.

Reimbursement of Expenses

Expense reimbursement will be made in accordance with the AAUP contract and Internal Revenue Service regulations.

For a reimbursement form, go to: www.emich.edu/controller/finserv/payable/reimbursement.xls

All miscellaneous expenses must have prior written approval of the Interim Associate Vice President for Extended Programs before semester start dates.

Classroom materials

- Continuing Education is committed to supporting faculty in their needs for instructional materials. Instructors should follow on-campus procedures for creating course packs. CE does not have the capacity or authorization to copy course packs or unusually large projects. We encourage instructors to investigate the eReserve resources or Web-enhanced eLearning tools available through the University to address some of these needs. Instructors may use the copy machines at our facilities with the understanding that copy projects exceeding ten pages must be requested in advance and that all copy requests must comply with copyright laws of the United States (title 17 U.S. code). Any copy requests or other course materials exceeding \$3 per student should be at the student's expense.

Payment of Guest Speakers, Presenters, Etc.

- Instructors may request that Continuing Education cover expenses for guest speakers or presenters. They must be listed on the Continuing Education Course/Instructor Approval Form. In no case should a presenter be added without prior written approval from the home academic department and Continuing Education.
- Once the request has been approved for Continuing Education to cover these costs, instructors must receive an independent contract form from a CE representative for guest speakers or presenters that are currently not employed by the University.
- If the guest speaker or presenter is currently employed by the University, a CE representative will process a honorarium.
- A copy of each request made through CE will be sent to the academic department head for approval and then processed. This process takes approximately 6 weeks for new contracts.

Inclement Weather

EMU–Flint, EMU–Jackson, EMU–Monroe and EMU–Traverse City rely on the host community college to determine when courses are cancelled due to inclement weather. EMU–Brighton, EMU–Detroit, EMU–Livonia and on-campus weekend courses follow the Eastern Michigan University weather policy where as the decision to cancel classes is determined by the Campus Emergency Team (E-Team).

The following can serve as resources to obtain closure information

EMU Department of Public Safety: 734.487.1222

EMU Switchboard: 734.487.1849

WEMU–FM (89.1): 734.487.2229

EMU Newslines: 734.487.2460

EMU Web site: www.emich.edu/univcomm/releases

The University will also attempt to have cancellation information broadcast over local radio stations such as WAAM (1600 AM), WJR (760 AM) and WEMU (89.1 FM). Only the EMU offices listed above may be considered as speaking for the University.