

**3344-16-04 Off-campus teaching.**

- (A) Departments that offer courses for academic credit off-campus shall develop procedures to ensure that faculty teach these courses either as part of their regular workload or on a voluntary overload basis. A faculty member may, in consultation with the department chair or director, and dean be assigned an off-campus teaching assignment. If the off-campus assignment is part of a bargaining unit member's regular workload, then the assignment shall be governed by the workload provisions of the relevant collective bargaining agreement. All overload assignments shall be approved by the appropriate college dean.
- (B) Faculty members shall be reimbursed for the use of their personal vehicles when the distance traveled to an alternative site of instruction is greater than their normal commute to the central campus. Reimbursement for mileage, parking fees and tolls shall be made in accordance with standard university policies governing travel. If inclement weather or other hazardous conditions prevail, then the faculty member shall also be reimbursed for hotel and meal expenses in accordance with standard university travel policy.
- (C) Any course offered off-campus for academic credit shall be approved through the same procedures required for approval of on-campus offerings. All expenses for copying (i.e., syllabi, examinations, or other course materials) shall be borne by the department credited with the off-campus assignment. Examinations, submission of final grades and pedagogical guidelines such as content and assignments shall be governed by rule 3344-16-02 of the Administrative Code.

**Policy Name:** Off-campus teaching.

**Policy Number:** 3344-16-04

**Board Approved:** 3/25/2014

**Effective:** 4/20/2014

**Replaces:** New

**Prior effective dates:** N/A