STANDARD POLICIES AND PROCEDURES

Category: Administrative  Subject: Teaching Courses

Effective Date: 2/15/06  Approved by: /s/ Richard W. Carroll

Revision Date: __________________  Richard W. Carroll, Ph.D.

Policy
It shall be the policy of IHD that IHD employees request approval to teach classes.

Procedure
The IHD employee who wishes to teach IHD or other department courses shall:

1. Make request the semester prior to the teaching of the course to their immediate supervisor.

2. If the supervisor approves the teaching of the class, the supervisor and employee shall discuss whether an amendment of the employee’s job description or full-time equivalency is needed.

3. The supervisor shall then seek and obtain the Executive Director’s approval.