

UNIVERSITY RULE

31.01.01.M3 Continuing Education Activities Conducted by the University

Approved January 28, 1999

Supplements [System Policy 31.01](#) and [System Regulation 31.01.01](#)

1. GENERAL

- 1.1 Continuing education activities serve to transfer knowledge to the public and private sectors in a timely way. At the same time, such activities bring to the University a sense of the knowledge needs in those sectors and can stimulate valuable research.
- 1.2 Institutional management of continuing education activities must provide for effective fulfillment of Texas A&M University's missions and obligations to the State of Texas. Continuing education activities should be consistent with the missions of the University and not produce conflicts of interest.
- 1.3 In some instances, for statutory or accreditation reasons, University departments or colleges may be required to offer continuing education. In such cases, as in others, continuing education activity by a faculty or staff member may be viewed as part of the individual's responsibilities to the institution. Units required to offer continuing education should institute operational policies consistent with those outlined in this Rule.

2. OFFICE OF CONTINUING EDUCATION

- 2.1 The function of the Office of Education is to provide support for the continuing education activities (conferences, institutes, seminars, shorts courses, special training programs, and workshops) conducted by the academic colleges and offices of Texas A&M University. The Office of Continuing Education offers assistance to the activity directors in continuing education program planning and procedures, and the identification of new program areas. Liaison between the University continuing education programs and the programs of the other parts of the Texas A&M University System located at College Station is also provided by the Office of Continuing Education.
- 2.2 The Office of Continuing Education is responsible for the Continuing Education Unit (CEU) program at Texas A&M University.

3. APPROVAL AND REPORTING OF ACTIVITIES

All continuing education activities sponsored by the academic units of the University must have the prior approval of the appropriate department head and dean, who are responsible for assuring that such activities will not interfere with the ability of the faculty or staff member conducting the activity to meet his or her obligations to the University. Copies of approvals

will be sent to the Assistant Registrar, Office of Continuing Education. A Continuing Education Activity Data Sheet will be submitted to the Office of Continuing Education for each activity, both on and off campus. Data about the actual attendance and fees collected will be submitted to the Office of Continuing Education upon completion of the activity.

4. CONTINUING EDUCATION ACCOUNTS

4.1 Continuing education and public service accounts of the academic units of Texas A&M University will be administered by the academic units in accordance with policies approved for the Office of Continuing Education. Each continuing education and public service account will be assigned a separate account number. The day-to-day operation of these accounts will be the responsibility of the department head. The responsibility includes the collection, receipt and deposit of conference fees, the payment of bills, approval of vouchers, and compliance with established University fiscal policies and procedures.

4.2 The approval form for authorization of a new account must be obtained from Financial Management Operations. Surplus funds remaining in any account will be used for the furtherance of the continuing education and public service efforts of the sponsoring academic unit unless otherwise authorized by the dean of the college.

5. APPROVAL OF PROPOSALS AND CONTRACTS

Administrative review of continuing education proposals and contracts is required. For a proposal, this review is made by the department head and dean. For a contract, and any amendments thereto, the review must include the Department of Contract Administration, with final approval by the President or designee. (See [University Rule 25.07.99.M1: Contract Administration](#))

Proposal/ Contract Cover Sheets are available from the Office of Continuing Education. Copies of the final approval documents will be sent to the Assistant Registrar, Office of Continuing Education.

6. COMPENSATION FOR CONTRIBUTION TO A CONTINUING EDUCATION ACTIVITY

6.1 Texas A&M University may hire individuals who are already employed by TAMU to instruct educational courses which are not included in their regular job duties. It is expected that involved faculty or staff members who engage in a continuing education activity will meet their other responsibilities to the University. The Internal Revenue Service (IRS) requires that when an employee performs any service for his or her employer, all payments should be treated as wages subject to withholding, and payment of income and employment taxes.

6.2 Texas A&M University will pay faculty and staff, who assume additional University related employment, through the University payroll. Payments by payroll voucher will be made directly to the employee. Payment by purchase vouchers will not be

made directly to the employee nor to a company in which the faculty or staff member has a financial interest.

- 6.3 Approval for payment must be obtained from the department head(s) and dean(s) of the respective administrative units (both the administrative location of the employee and the activity unit) prior to the conducting of the activity. Compensation in excess of \$15,000 in a fiscal year must receive prior approval of the Executive Vice President and Provost. The department heads and deans in approving payment are verifying that the activity contributes to the individual's professional development, and the department's and college's missions and goals.
- 6.4 Payment to the individual faculty or staff member is to be effected by means of a Request for Compensation for Contribution to a Continuing Education Activity and the Monthly Budget Verification Document. The supplemental pay policy is designed to provide financial remuneration to a full-time University faculty member for their appearance before, and professional presentation to, a continuing education activity. In certain instances, however, full-time University faculty or staff members may be involved in the development of a new continuing education activity apart from the actual presentation. In such an instance, some type of support in the form of released time from other duties (with an attendant budget change by means of an electronic EPA document) or supplemental pay may be appropriate for the individual. (For more information, see [Standard Administrative Procedure 31.01.99.M0.02](#))

OFFICE OF RESPONSIBILITY:

[Office of Continuing Education](#)

Questions relating to compensation should be directed to Financial Management Operations