

UIC HR POLICIES AND PROCEDURES

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MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 2
SUBJECT Additional Compensation for Continuing Education and Public Service Duties	EFFECTIVE 04/01/1997	REVISED 09/03/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To define the conditions under which full-time academic employees may receive additional compensation for non-instructional or continuing education and public service activities and to establish responsibility and authority for such compensation in order to ensure conformance with University statutes.

SOURCES AND BACKGROUND

University of Illinois Statutes
University of Illinois General Rules

APPLICABILITY

Academic employees

POLICY

Employees may receive additional compensation for instruction and grading related to UIC's continuing education and public service mission. All approvals must be granted before the effective date(s) of service. Recommendations must be approved by the employee's home department head and by the dean or director of the principal administrative unit. Approval by the UIC Office of Continuing Education and Public Service is required. An approval by the employee's home department is accepted as assurance that the employee's departmental commitments are unaffected by the additional assignments and that the activity does not constitute a conflict of interest under current State definitions.

The Campus recognizes that work assignments for all employees often cover a variety of activities. Further, employment at a land grant university implies that a reasonable amount of public service is part of the standard workload. Expectations or limitations of such service obligations are to be established within the employee's department and college. These should be consistent with the research, instruction, and public service commitments of the college. The availability of funds does not, in itself, justify additional compensation to academics for services performed in accordance with these expectations.

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PROCEDURES

RESPONSIBILITY

1. Department/Unit Head
2. Dean
3. Director of the Office of Continuing Education and Public Service
4. UIC HR Service Center

ACTION

Determines the need for services based on UIC's Continuing Education and Public Service mission and identifies an individual to provide those services.

Approves or denies recommendation. If approved, sends required documentation and completed forms to Office of Continuing Education and Public Service. The required forms include a Credit or Non-Credit Course Proposal form and, in some instances, a Continuing Education Instructional Service Agreement form.

Reviews recommendation and approves or denies it. Returns the form to the requesting department or, if for their own unit, to the Human Resources Service Center at uichrservicecenter@uic.edu.

Reviews the forms for accuracy and processes for payment.