

# College of Liberal Arts

## Supplemental Authorization Request

Supplemental authorizations are used when full-time employees are asked to take on additional, temporary duties that increase their workload beyond full-time employment. Supplemental authorizations should not be used with part-time employees; instead, their employment contract should be increased to reflect the additional duties.

Supplemental authorizations are akin to outside employment in their potential impact to departments and the College. As with outside employment, there is a potential for both conflicts of interest and commitment. When supplemental authorizations are used, there are potential conflicts between an individual's primary duties and the duties being done for the supplemental authorization. A conflict of commitment, for example, can occur if a faculty member reduces the amount of time that she or he devotes to primary duties (i.e., creative activities and/or service) in order to engage in the supplemental activity. This may also create a conflict of interest (especially if the supplemental work is in a unit other than the primary unit of the individual) if the faculty member is not engaging in important activities for her or his unit (e.g., creative/research work, service, continually updating courses to keep them current, etc.).

Because of these potential conflicts, department chairs and program directors should avoid supplemental authorizations when possible. When it is necessary to hire someone to perform additional duties that cannot be done by the existing personnel, chairs and program directors should first attempt to identify qualified individuals who are either (1) currently working at UTEP but not fully employed (e.g., a lecturer who is teaching 4 courses and thus has an 80% workload) or (2) an individual who is not currently working at UTEP but has the credentials to do the task.

When it is necessary to use a supplemental authorization during the standard academic year, department chairs and program directors should keep these principles in mind:

- UTEP employees are limited to working no more than 8 hours/week of outside employment (see HoOP Section 5 Chapter 29).
- Teaching a single, 3 SCH course is considered 20% employment, and a full-time load for a lecturer is 5 courses. Thus, a 3 SCH course equates to 8 hours of work (i.e., 40 work hours a week / 5 courses = 8 hours per course).
- The potential for the conflicts of commitment and interest differ depending on an individual's position and duties (see below). When it is necessary to use a supplemental authorization, chairs and directors should endeavor to appoint individuals who have the lowest likelihood of a conflict.
- ***Supplemental authorization requests, and the appropriate justifications, must be submitted prior to the individual initiating the work.***

The potential for conflicts of commitment and interest differ depending on the position and role individuals hold. These are listed below in reverse order, with the ones at the top being those who have the greatest potential for conflict. The Dean and Associate Deans of the college are not eligible for supplementary authorizations.

- **Faculty who hold any type of administrative position/role.** An administrative position is one in which the individual is compensated by either supplemental pay and/or teaching load reduction (typically department chairs, program directors, associate chairs, graduate program directors). Because these individuals are compensated (via additional funding and/or teaching

load reductions) to perform administrative duties, there is the highest potential for actual or perceived conflict of commitment/interest. Any requests for supplemental authorizations must be accompanied by a memo to the Dean that (1) clearly articulates why the appointment is essential; (2) reviews other avenues of filling the need that were examined; and (3) discusses why an individual with less potential for conflict (i.e., lower on this list) cannot fill the role.

- **Non-tenured, Tenure-Track Faculty.** Because it is essential for tenure-track faculty to engage in creative activities to obtain tenure, they should be scheduled for supplemental authorizations only under exceptional circumstances. Any requests for a supplemental authorization must be accompanied by a memo to the Dean that (1) clearly articulates why the appointment is essential; (2) reviews other avenues of filling the need that were examined; (3) discusses why an individual with less potential for conflict (i.e., lower on this list) cannot fill the role; and (4) discusses how this supplemental appointment might impact the tenure decision process.
- **Tenured Faculty.** Supplemental authorizations have the potential to distract from creative/research activities and/or service and thus should be used with tenured faculty only under rare circumstances. Supplemental authorizations should not be given to the same individual more than one time in an academic year (excluding wintermester). A chair or program director may petition the Dean for an exemption to this limit of one supplemental authorization per academic year. This petition must be in a memo that (1) clearly articulates why the appointment is essential; (2) reviews other avenues of filling the need that were examined; (3) discusses why an individual with less potential for conflict (i.e., lower on this list) cannot fill the role.
- **Full-time instructors who have duties other than instruction.** A full-time instructor is expected to teach 5 courses (30 TLCs) per semester. However, some teach fewer than 5 courses and assist with other essential department/program functions (e.g., advising). For these instructors, there should be a document that discusses the time and duties involved for the non-teaching duties and makes it clear that the supplemental work does not interfere with the non-teaching duties.
- **Full-time staff, instructors, professors of practice.** Individuals in these categories can teach via supplementals up to the maximum available external workload allowed by UTEP (8 hours per week, which equates to one 3 SCH course per semester) so long as there is a work plan that discusses any potential conflicts of commitment (especially in the case of staff who have defined work hours).

In instances when there are special circumstances that require a department or program to use multiple supplemental authorizations, the department/program may submit a single request to the Dean's office that briefly discusses the special circumstance and the anticipated remedy that requires supplemental authorizations. Special circumstances might include, but are not limited to, significant faculty loss or grants that significantly impact the teaching ability of the department. If the special circumstance extends more than one year, a new department/program request should be submitted each year.

These policies reflect the minimum standard for faculty in the College of Liberal Arts, regardless of whether the supplemental pay derives from the College or another UTEP entity. Departments and programs may place additional restrictions on supplemental authorizations so long as these are clearly articulated in their rules of governance.

If aspects of this policy conflicts with those of the institution (as specified in the Handbook of Operating Procedures), the UT System, or the Texas Higher Education Coordinating Board, the policies from those entities take precedence.

*Sep. 21, 2017 – Draft proposal submitted to chairs/directors (Dean's Digest, Vol. 1 #3)*

*Oct. 25, 2017 – Dean and associate deans reviewed feedback from chairs/directors*

*Nov. 2, 2017 – Revised proposal implemented and posted on website*