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Tyler State College Employment Policy and Policies For Off-Campus Instruction

University of Texas at Tyler

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TYLER STATE COLLEGE

Employment Policy

It is the policy of the Board of Regents and Tyler State College that equal employment opportunity shall be provided, encouraged and insured to all qualified as well as qualifiable applicants. Also, all persons shall be treated equally and equitably in all aspects of employment without regard to their race, sex, religion, color, creed, or national origin. The policy includes, but is not limited to, the requirements of the Department of Labor Revised Order No. 4 and Presidential Executive Order 11246, as amended.

It has been the established personnel policy of Tyler State College to effectively utilize the available manpower resources by selecting the best qualified person for the job to be performed. The institution has always given appropriate attention to such factors as educational background, previous experience, proven skills, desirable character traits, and potential for growth and development. The personnel that have been hired and promoted in the past and those to be hired and promoted in the future, have been and will continue to be selected from all applicants on the basis of qualifications which are essential in order that an employee may perform well. These include such factors as ability, availability, capability, aptitude, experience, education, health, and a willingness to work and serve. No job applicant is to be discriminated against or given preference, however,
because of race, color, sex, religion, age or national origin.

Tyler State College is bound to the above stated policy by the fact that adherance to the principles involved is an acceptable way of American life. Therefore, the Board of Regents, administration, faculty and staff will take affirmative action to insure that they, (1) recruit, hire and promote all job classifications from among those qualified to perform the work without regard to age, race, color, religion, sex or national origin, except where sex is a bona fide occupational qualification; (2) base decisions on employment so as to further the principle of equal employment opportunity; and (3) fill vacancies by promoting from within whenever present employees are qualified and available.

APPROVED:

Board of Regents
November 22, 1974
POLICIES FOR OFF-CAMPUS INSTRUCTION

1. **Course Load**

Off-campus courses will not be considered as a part of a regular full load unless such is necessary to make a full load or unless such is mutually desirable by the faculty and administration. A faculty member who has a full load of on-campus courses available will not be required to teach an off-campus course. No more than one extra course per semester will be allowed.

2. **Compensation**

Compensation for teaching off-campus courses will be the same as for teaching part-time courses on campus at Tyler State College. Presently, that is $800/course for a person holding a master's degree or the equivalent and $1000 for a person holding the doctorate or the equivalent. In addition, the college will pay state-approved mileage and per-diem.

3. **Administrative Control**

Requests for off-campus courses will be initiated by the academic dean involved, pending the establishment of a division or school of continuing education, subject to the approval of the Vice President for Academic Affairs.

4. **Credentials for Faculty**

Credentials required for teachers of off-campus courses will be the same as for part-time teachers of on-campus courses. At the time recommendation for employment is made, the academic dean involved will submit to the Vice President for Academic Affairs a completed application, an official transcript showing the highest degree earned by the applicant, and three letters of recommendation other than the dean's.

5. **Tuition and Fees**

Tuition for off-campus instruction is set at the state minimum (currently $50 per semester. In addition, a Student Service Fee is set at the established rate for on-campus instruction (currently $2.50 per semester credit hour). These charges are levied on a per course basis and are independent of any tuition and/or fee charges for on-campus enrollment.

6. **Minimum Class Size**

Minimum class size will normally be twenty students for off-campus courses.