

Academic Human Resources Unit Guidelines for UC Campus Teaching

I. Campus Teaching:

Teaching regularly scheduled UC campus classes is neither an expected nor a routine duty for academic appointees within UC ANR. However, campus teaching can be a direct benefit to specific programs and academic appointees may have valuable teaching skills to offer.

UC ANR may grant academic appointees special approval, on an individual course basis, to teach a graduate or undergraduate UC campus class. If the appointee and the campus Department find it mutually agreeable, the academic receives an appointment letter from the department that identifies the appointment percentage. Additionally, it is highly recommended that the academic discuss such plans with their immediate supervisor before the appointment.

Upon receipt of a signed appointment letter from the department, the academic shall complete a [request](#) to reduce voluntarily the percent time of the UC ANR academic appointment corresponding with the percent time of the department appointment. The department appointment letter should be attached to the request. Academics with multiple UC appointments cannot exceed more than 100% time in the UC Path System (i.e. payroll system).

II. UC Extension Teaching:

UC ANR academics may teach for the UC Extension under the following conditions:

- The academic must submit a new activity in *Academic Consulting and Other Professional Activities List* (accessed in the ANR Portal: Academic Profile – Consulting) to have the activity approved in advance of teaching the course.
- The teaching arrangement must not interfere with the responsibility of the academic's UC ANR position.
- The appointee may not use UC ANR resources to prepare for the teaching activity.

III. Non-UC Teaching:

Teaching at an institution other than UC is addressed in Section 345: [Consulting and Other Outside Professional Activities Procedures](#).