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## **Contracted Instruction For Credit Courses**

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### **POLICY STATEMENT**

Yavapai College offers educational services to meet the unique needs of private commercial and industrial enterprises, governmental agencies, or not-for-profit organizations. Contracted instruction for credit courses is designed to address the specific educational needs of the organization to be served and is established with a contractual service agreement. Procedures for contracted instruction, as set forth in 3.31, shall be determined by the College President after consultation with faculty and administrators.

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### **PROCEDURE**

#### **Administrative Procedures for Contracted Instruction for Credit Courses**

##### **Relating to Instruction**

1. Contracted instruction shall comply with College policies and standards for credit courses, including but not limited to such factors as student attendance, student evaluation and grading, academic integrity, and standards for awarding credit. The Vice President for Instruction and Student Services may approve exceptions to selected practices if justification and circumstances so warrant.
2. Contracted instruction for credit shall not normally be delivered using credit courses which already exist in the College course bank. The intent of contracted instruction is to develop and deliver instruction unique to a particular agency, industry, or business when the needs of the agency, industry, or business cannot be met using existing curriculum and/or normal delivery methods.
3. The supervising dean will normally consult the division chair and make the decision regarding whether the activity could be delivered through normal credit instruction procedures or is best suited for a contracted instruction agreement.
4. The supervising dean shall prepare a budget for the proposed instructional activity which shall include sources of revenue and direct and indirect costs.
5. The supervising dean shall prepare for the activity a proposed contracted instruction agreement for signature by the authorized person representing the entity requesting

services, the supervising dean, the Vice President for Instruction and Student Services, and the Vice President for Administrative and Financial Services. The supervising dean shall ensure agreement compliance and adherence to Procedures 3.31. The original agreement document shall be kept by the Vice President for Administrative and Financial Services.

### **Relating to Full-Time Faculty Workload**

1. Contracted instruction shall normally not be considered part of a faculty member's regularly contracted workload. Exceptions may be authorized by the supervising dean.
2. Prior to initiating an agreement, the supervising dean shall consider the teaching load of a faculty member and other related activities in which the faculty member is involved.

### **Compensation**

1. Compensation for contracted instruction may vary according to the activity and shall be proposed by the supervising dean in the budget for the activity. Compensation shall be determined after consultation with affected faculty. Final compensation proposals shall be approved by the Vice President for Administrative and Financial Services.
2. Compensation for delivery of contracted instruction shall be reasonably comparable with existing payroll procedures.
3. Employee benefits, as outlined in approved policies or procedures, for full-time and part-time faculty shall be applicable for those faculty who teach contracted instruction courses.
4. Terms and negotiations for compensation are not bound by nor do they infringe upon the integrity of the faculty salary schedule.

### **Use of College Facilities, Equipment, Consumable Supplies, and Human Resources**

1. The supervising dean shall determine which facilities, equipment, consumable supplies, travel expenditures, human and other resources will be used to support the contracted instructional activity. He/she shall specifically authorize, or disapprove, use of such College resources. Approved expenditures or expected uses of resources shall be included in the proposed budget for the activity. Prior to making resource decisions, he/she shall also consider the impact of use of such resources on other College users.
2. Use of College vehicles for contracted instruction must be arranged according to adopted College procedures for travel and be included in the contract budget.

### **Accounting and Authorizations**

1. The budget for the contracted instruction activity shall require approval of the Vice President for Administration and Financial Services. Contracted instruction activities shall be identified with a unique charge center, enabling accurate auditing of budgetary transactions.
2. To facilitate decision-making in regards to contracted instruction, the President may delegate to the respective vice presidents authority to make minor exceptions to these procedures.

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**POLICY HISTORY**

Adopted 12/15/1987

Renumbered from 6.19 to 3.31 on 9/27/2016

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