Continuing Education Instructor Approval Form

The instructor named below has been recommended to teach, author or revise a course through the William and Ida Friday Center for Continuing Education. An individual teaching a course at UNC-Chapel Hill who will be the Instructor of Record and/or who will be awarding grades is required to have beforehand an appropriate faculty appointment in an appropriate academic unit. The Friday Center for Continuing Education needs your assistance to provide this instructor an appropriate faculty rank (if required) and to implement the appropriate method of payment.

TO BE COMPLETED BY THE FRIDAY CENTER:
Instructor’s Name: ______________________________________________________

Department Granting Faculty Appointment: ____________________ Proposed Faculty Rank: ____________________

Type of Appointment: ____________________ Friday Center Program(s):

___ New appointment teaching an existing course ____________________ Carolina Courses On-line
___ New appointment teaching a new course ____________________ Self-paced Courses
___ Continuing appointment teaching the same course ____________________ Part-time Classroom studies
___ Continuing appointment teaching a new course ____________________ Outreach Instruction to Inmates

Course(s) to be Taught: __________________________________________________

Rank Begin Date: _____________ Rank End Date: _____________

Instructor Pay Options:

- Full-time (FTE=1) will be paid as Overload or Summer Salary pursuant to the UNC Overload Policy for EPA Employees (requiring a pre-approved overload form) and the policy for Summer Compensation for Faculty.

- Part-time (FTE<1 but not 0) will be paid as Additional Duties. Instructor may receive additional duty pay that brings them to the FTE salary plus additional overload pay pursuant to the UNC Overload Policy for EPA Employees. A pre-approved overload form is not required.

- Part-time (FTE=0) will be paid as Additional Duties and are not required to follow the UNC Overload Policy for EPA Employees and no overload form is required.

NOTE: Remuneration for work in the summer will always be processed as lump sum payments.
TO BE COMPLETED BY THE APPOINTING SCHOOL/DEPARTMENT:

The Friday Center is authorized to pay this instructor as indicated below:

Pay for Teaching: $____________
Pay for Authoring or Revising Course: $____________

Check the appropriate payment by course type:

**For Self-paced Courses:**

- Lump sum payments as Additional Duties
- Lump sum payments by Overload

**For Carolina Courses On-line & Part-time Classroom Studies:**

- Base Salary (teaching during academic year only)
- Lump sum payments as Additional Duties
- Lump sum payments by Overload
- Lump sum payments as Summer Salary (9 mo. faculty only)

The payment received by this instructor from the Friday Center will not exceed the annual overload limit for this individual.

I affirm that this instructor is being appointed to a faculty rank within this School/Department and meets the minimum requirements for teaching the course(s) listed above. I further affirm that this instructor meets the minimum requirements of UNC-CH’s accrediting agency, the Southern Association of Colleges and Schools, and that the instructor’s credentials are consistent with those required by our School’s/Department’s faculty personnel guidelines for his/her designated faculty rank.

____________________________
Signature of Department Chair or Dean

Date: _______________________

____________________________
Printed Name of Department Chair or Dean

To facilitate the hiring process, Sherry Sparks (Onyen is surreal) from the Friday Center has been granted an Invitation in EPA Web to process actions for this employee for the full time period of this appointment.

____________________________
Signature of Department Representative

Date: _______________________

Phone: _______________________
E-mail Address: _______________________

Return signed form to Sherry Sparks via e-mail or campus mail:

Sherry Sparks
100 Friday Center Drive, CB# 1020
Chapel Hill NC 27599-1020

Email address: surreal@email.unc.edu
Phone: 919-962-5731

***Remember to keep a copy for your records