

## Memorandum of Administrative Policy Off-Campus Teaching Compensation

**Area:** Academic Affairs

**Section:** Faculty Workload and Pay

**Number:** 05.A.08 AP

### Purpose

This policy establishes compensation for faculty teaching an off-campus course. The policy does not apply to study abroad courses or on-campus courses with off-campus field trips.

### Definitions

**Faculty:** Tenured, tenure-track, and non-tenure-track full time employees.

**Off Campus Course:** A course scheduled for and taught in a location other than the UHCL-Clear Lake, UHCL at Pearland, or UHCL at Texas Medical Center campuses.

### Policy Statement

Faculty teaching an off-campus course will be paid a mileage stipend to cover the cost of traveling from their assigned campus office to the instruction site. The stipend will be calculated according to the following formula:

Stipend = (round-trip distance from assigned campus office to instruction site x number of class sessions per semester) x current IRS standard mileage rate

## Review Process

This policy shall be reviewed every five years by Faculty Senate.

## Revision Log

Revision Number: 1

- Approval Date: 05/28/2025
- Description of changes: Revision of April 2010 version of policy to reflect current UHCL campus geography, clarify situations in which compensation will be provided, and establish a uniform formula for calculating compensation.

## Approval

Approved by:

*/Dr. Christopher Maynard/*

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**Senior Vice President of Academic Affairs and Provost**

*/Dr. Richard Walker/*

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**President**

*May 28, 2025*

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**Date**