



Indiana University
Purdue University
Fort Wayne

Credit Courses Offered Through the Division of Continuing Studies (DCS) Policy and Procedures

This document supplements SR 85-2 Guidelines for the Operation of the Office of Continuing Education, revised 11/12/1990 and 11/8/1993); Purdue University Executive Memorandum C-18 (March 30, 1998: Compensation Policies for University Staff Members Participating in Continuing Education Activities); SD 96-14 Guidelines for Weekend College); and SD 99-17 (Distance Education Coordinating Committee [DECCO] Operating Principles).

The responsibility of the Division of Continuing Studies (DCS) is to identify educational needs in the community and the region and to work cooperatively with academic units to provide access to continuing education programming, both credit and credit-free, that serves those needs.

1. Nature of the Relationship between Academic Departments and DCS

Courses offered through DCS are identical in content to and are treated the same as on-campus courses. The academic department is responsible for the course content and for all faculty who teach credit courses offered through DCS. Both regular faculty and Limited Term Lecturers (formerly: Associate Faculty) who teach through DCS are selected, trained, and evaluated by the academic department. DCS is responsible for the coordination of course logistics, course delivery and marketing, and for providing non-academic support to the faculty.

2. Recruitment of Faculty to Teach a Class through DCS

The academic department will be primarily responsible for recruiting faculty to teach for DCS. If requested, DCS will help recruit Limited Term Lecturers (LTLs) by paying for advertisements or making inquiries to identify possible instructors. If an individual sends a vita directly to DCS, that individual will be instructed to contact the department chair or course director directly to express his/her interest in teaching a credit class offered through DCS.

3. Approval Process for LTLs Teaching Classes through DCS

If DCS is involved in the recruitment process, all vitas, transcripts, and letters of reference will be sent to the department chair or course director. The chair will notify the applicant(s) and DCS of her/his decision. Academic departments will keep all the original materials on file. DCS will keep a copy.

4. Hiring Process for LTLs Teaching Classes through DCS

Once an LTL has been approved by the department to teach a class offered through DCS, all payroll papers are sent from DCS to the faculty member. The paperwork is returned to DCS and is forwarded to the academic department and to the dean's office for signatures before arriving in the payroll office.

5. Training for LTLs Teaching Classes through DCS

DCS will encourage new LTLs who teach off campus, via distance, or on weekends to attend the orientation organized by the Office of Academic Affairs in August. Any academic department offering an orientation for their LTLs should be sure to include those who teach off-campus, via distance, or on the weekend. All LTLs should also be encouraged to participate in professional development activities offered on campus and via videoconferencing or other electronic delivery.

6. Approval Process for Classes Offered through DCS

- a. DCS and the academic department will work together to identify specific courses and classes to meet the needs of students for off-campus, distance, and weekend classes. The role of DCS is to help identify student needs and to make recommendations to the department.

- b. Well in advance of each semester, DCS will contact department chairs by email to confirm their (DCS) understanding of the classes to be offered and at which locations (in some cases, specific days, times, and instructors may not yet be known). This is an opportunity for the academic department to make changes or to voice concerns if it appears that there will be difficulties staffing any of the sections. The department chair should reply within one week either approving the draft schedule or proposing a modified schedule, with details to be provided later.
- c. DCS will recommend specific days and times for classes to be offered at the various off-campus sites and on weekends. The department and DCS will work together to identify the instructors.
- d. DCS will enter the classes into the Banner system.
- e. A departmental listing of all credit classes offered through DCS will be sent via email to the department chair and dean for final approval before the Schedule of Classes has gone to print. This email memo will ask for approval of days, times, locations, and instructors. After this approval is obtained, DCS will prepare individual Form 36s for each class. The Form 36 will be sent to the department chair and dean for signature.

7. Course Evaluation

For off-campus and weekend classes the academic department will oversee the distribution and collection of evaluations. Tabulation will be consistent with the method used by the academic departments for their on-campus courses. DCS will receive either copies of the tabulated statistical results and compiled comments or copies of original evaluations, depending on the practices of individual departments. For distance courses, evaluations will continue to be administered online, and DCS will work with academic departments to integrate the department's questions with the questions used by DCS to evaluate their online student services. All faculty teaching through DCS should be informed that their evaluations will be seen not only by the academic department chair but by the appropriate director in DCS as well.

8. Instructor Evaluation/Review

Academic departments will review the faculty, including LTLs, who teach their classes through DCS following the same procedures used to review faculty who teach on campus. All formative or summative feedback will be provided to the faculty members by the department. If DCS staff have information that they believe is relevant to a review, they will provide that information to the department chair.

9. Complaints from Students

If DCS receives a complaint about a faculty member, the DCS staff will instruct the student to talk with the instructor first and, if the issue is not resolved, to the department chair. DCS will also send an email to the department chair or course director, bringing the complaint to his/her attention. If the problem is not resolved, the department chair will inform the student of appropriate procedures to be followed.

10. Non-Reappointment

Department chairs will decide when an LTL who has taught classes offered through DCS should no longer teach and will notify the individual in writing, with a copy to DCS.

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