

Policies of the University of North Texas	Chapter 6
06.045 Continuing Education	Faculty Affairs

Policy Statement. The purpose of this policy is to delineate the UNT organizational structure and administrative procedures which are designed (1) to meet the requirements for accreditation under Standard 3.4.2 of the Southern Association of Colleges and Schools (SACS), and (2) to facilitate the public service mission of the University to meet the needs of society through the extension of its resources to audiences and publics other than students enrolled for resident credit at a given time. The University of North Texas is particularly mindful of its role as a public institution and its corresponding obligation to provide educational services to the general public.

The goal of the policy is to establish a well-defined and clearly understood administrative and organizational structure which (1) supports the efforts of the faculty of the various schools and colleges and extends their knowledge and expertise in public service activities, and (2) responds to the needs of a rapidly changing society.

Application of Policy. All University.

Definitions.

1. **Continuing Education Unit.** A "CEU" is defined as ten contact hours of participation in an organized continuing education (adult or extension) experience under responsible sponsorship, capable direction and qualified instruction. Standard 9, Section 5, p.33.

Procedures and Responsibilities.

Continuing Education Council. The members of the Continuing Education Council shall be appointed by the Provost and Vice President for Academic Affairs with consultation from deans. The Vice Provost and Associate Vice President for Academic Affairs shall be an ex-officio member of the Council.

The basic functions of the Continuing Education Council are: (1) to develop University-wide policy recommendations with respect to continuing education; (2) to serve as a resource to University standing and *ad hoc* committees and groups which develop institutional policy impacting on continuing education (e.g., facilities use, scheduling, publications, etc.); and (3) to establish a liaison network between the Center for Continuing Education and Conference Management and the various colleges and schools with respect to development of specific programs, use of faculty in continuing education activities, reporting and record-keeping, avoiding duplication of activities, etc.

Conference Management Council. The Provost and Vice President for Academic Affairs, the Vice Presidents for Administrative Affairs, Development, Government Affairs, Finance and Business Affairs, and Student Development shall each appoint an equal number of members of the Conference Management Council. In addition, the Director of Business Services and the Provost and Vice President for Academic Affairs shall be ex-officio members of the Council.

The basic functions of the Conference Management Council are: (1) to develop University-wide policy recommendations with respect to conference management; (2) to serve as a resource group for the Continuing Education Council; (3) to insure that adequate attention is paid to the revenue needs of the institution; and (4) to promote continuing growth in both revenues and participants in conferences sponsored by the institution.

The Center for Continuing Education and Conference Management. The Center for Continuing Education and Conference Management, under the direction of the Office of the Provost and Vice President for Academic Affairs, provides coordination, development and support for the continuing education unit (CEU) activities (conferences, institutes, seminars, short courses, special training programs, and workshops) conducted by the faculty of the academic units or coordinated by staff of the support and auxiliary units of the University. In addition, the Center coordinates non-CEU continuing education activities (e.g., those faculty-sponsored programs or outside-group sponsored programs for persons under 18) and the non-academic programs of external groups contracting for use of University facilities.

The Center assists faculty, staff and off-campus users of the University facilities in continuing education program planning and administration, information service, continuing education (CEU) procedures, non-academic programs of external groups and the identification of new program areas. All policies and regulations affecting continuing education and special projects are formulated by the director of the Center in conjunction with the Continuing Education Council.

Continuing Education Unit Administration. The Continuing Education Unit will be used in recording and reporting both an individual's participation in and UNT's offering of all non-credit academic classes, courses and other programs. The Center for Continuing Education and Conference Management has been designated as the unit which authorizes CEU approval and which receives and keeps on permanent file the reports of the continuing education programs of those departments, divisions and units at UNT which offer CEU credit.

CEU activities will be approved by and reported to the Center for Continuing Education and Conference Management on forms supplied by the Center. Non-credit academic continuing education activities are those designed for individuals over 18 and funded by sources other than formula funding or appropriation. CEUs may be credited to individuals for participation in activities which meet SACS criteria of being planned, controlled and conducted by the institution.

In addition, the CCECM will maintain a record of institutional CEUs for those activities managed by CCECM and which meet SACS requirements of being approved, sponsored, and evaluated by this institution (e.g., a workshop planned by a professional society and co-sponsored by UNT).

Participants in activities not controlled by, conducted by, nor approved and evaluated by the institution and activities designed for individuals under 18 years of age are not eligible for the awarding of CEUs.

Approval and Reporting. All continuing education sponsored by the faculty and staff when these activities offer individual CEUs shall have prior approval of the appropriate unit director, dean and director of the Center for Continuing Education and Conference Management. CCECM will maintain a record of institutional CEUs for all activities managed by CCECM when said activities meet SACS requirements for institutional CEUs. Continuing Education Unit (CEU) activity and financial data will be maintained by the Center for each activity consistent with the guidelines developed by the Office of the Vice President for Finance and Business Affairs.

Accounts and Budgets. Continuing Education accounts are administered by the Center for Continuing Education and Conference Management, including day-to-day operation of the accounts (i.e., the collection, receipt and deposit of conference fees, the payment of bills, approval of vouchers and compliance with established University fiscal policies and procedures). Budgets are developed for all continuing education, and budget changes require the approval of the director. For fee-based accounts, the budget sheet developed by the Center for Continuing Education and Conference Management is used. For grants and contract-based accounts, the budget in the approved grant or contract is used. Surplus funds remaining from an activity are used for the furtherance of the continuing education and public service efforts of the sponsoring academic unit unless otherwise authorized by the director of the Center for Continuing Education and Conference Management, the Provost and Vice President for Academic Affairs, and when appropriate, the sponsoring unit. Grants and contract related income is treated consistent with the terms and conditions of the grant or contract.

Faculty and Staff Compensation. Faculty and professional staff members contributing to a continuing education activity in addition to their full-time duties may receive additional compensation. Additional compensation is designed to provide financial remuneration to full-time University faculty and professional staff members for their participation in the development of the activity and their professional presentation to a continuing education program.

Faculty and staff will be paid with the approval of the dean/chair/unit director and the director of the Center for Continuing Education and Conference Management, this approval to be obtained prior to conducting the activity. The Center for Continuing Education and Conference Management will maintain a record of faculty and staff continuing education participation for all those activities managed by CCECM and/or for which CEU credit is institutional. These records will be available upon request from the department and/or dean.

Responsible Party: VP Academic Affairs

References and Cross-references.

Southern Association of Colleges and Schools, Standard 3.4.2

Forms and Tools. None.

Approved: 8/25/1989

Effective:

Revised: 8/95; 7/99; 5/01; 11/05; 4/2011 reviewed with no change; formatted.