

Memorandum of Agreement

This Memorandum shall govern the conditions, requirements, and limits on additional compensation for teaching paid pursuant to the *Policy on Additional Faculty Compensation* (T01-012) and the collective bargaining agreement when teaching responsibilities span more than one UMass campus.

Additional Compensation as used in this memorandum is any compensation paid to a faculty member for teaching at more than one UMass campus, for a total workload in excess of 100%.

Generally. As more fully described below, additional compensation paid to faculty for teaching is subject to required prior notice and pre approval, and to continued satisfactory disposition of all responsibilities, including any regularly assigned responsibilities and all responsibilities associated with any additional teaching.


Prior Notice/Disclosure and Preapproval: Prior to accepting any inter-campus teaching assignment for which additional compensation is to be paid, **the faculty member must:**

- BOTH notify his or her UMB home department chair or supervisor that he/she is contemplating a teaching assignment on another campus AND inform the department chair in the department in which the course is to be offered (the 'host' department at another UMass campus) that the faculty member is currently employed at UMass Boston, in what unit, and at what percentage of time; and
- Provide the chair of the host department with the name and contact information of his or her home department chair or supervisor. The department chair in the host department will contact the faculty member's home department chair or supervisor to discuss the expectations for teaching the course, including classroom hours, office hours, availability to students, and whether the faculty member has the capacity to accept an additional teaching assignment. (Home department chairs or supervisors should consult with their deans or provosts concerning the appropriateness of any additional teaching assignment); and
- Obtain approval prior to committing to perform and prior to performing any additional teaching. The UMB preapproval form and additional compensation process will be used to confirm that prior approval has been given by the home and host departments.

Continued Satisfactory Disposition of Obligations. To avoid conflicts of commitment (see T96-047 Policy on Outside Activities), classes taught by faculty members for additional compensation must be taught with the same satisfactory disposition as any other class. It is the responsibility of the department chair and dean to ensure the faculty are meeting their obligations to the institution in a satisfactory way. Faculty members who do not perform satisfactorily in either teaching or other assigned obligations may be denied future teaching assignments for additional compensation.


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For the University of Massachusetts Boston/Date

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