Center for Professional and Continuing Education

Instructor Handbook

UNIVERSITY OF THE PACIFIC
3601 Pacific Ave.
Stockton, CA 95211
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We’re excited that you’re teaching with CPCE this semester and we’ve provided the information that follows to try and make sure things run as smooth as possible. Good luck and have fun!

CPCE offers extension classes and we’re always looking for enthusiastic instructors and interesting topics. There are very few restrictions and we’re open to your innovative ideas.

Many Pacific undergraduates take extension courses through CPCE for personal interest or to pick up a unit needed for graduation. Alumni and community members often take our classes as well. Here’s your chance to share your passion with people you don’t usually have the opportunity to reach!
Credit or Non-Credit?

Courses may be offered for Extended Education credit, Continuing Education Units (CEUs) or Non-Credit. The information that follows will help you decide how you might offer your course.

1. Extended Education Credit is an undergraduate semester unit which will appear on a student’s transcript. The course is graded on a pass/no-credit basis. If you want to encourage Pacific students to attend your course, developing your course to meet the unit credit criteria is recommended. Each unit of credit must meet for at least 15 contact hours, excluding lunch, dinner or breaks. (This does not include lab or fieldwork. They are calculated as follows: three hours of lab time equals one class hour, and 45 hours of field work equals one unit of credit.)

   Courses must be approved by the sponsoring department before they can be offered for credit. You will be asked on the Course Proposal Form whether you would like to offer your course for academic credit. If yes, please make sure that your written course objectives include student requirements, methods of evaluation, suggested readings and a bibliography.

2. Continuing Education Units are for courses designed to meet the needs of many professional organizations. One CEU is equivalent to 10 contact hours of participation in an organized continuing education experience under capable direction and qualified instruction. For further information on the groups who benefit from this type of unit, please contact CPCE.

3. Non-Credit courses are designed without time or credit restrictions and student enrollment is for personal or professional enrichment.
Proposing a Course to CPCE

1. Complete one Course Proposal Form for each class you want to offer. Include a detailed course syllabus or outline with student learning outcomes along with your vitae or resume and be sure to complete all of the fields on the proposal. Proposal forms are available at CPCE or online at www.pacific.edu/cpce.

2. Send your vitae and the Course Proposal Form(s) to:
   CPCE, Burns Tower
   3601 Paciﬁc Ave
   Stockton, CA 95211
   (209) 946-2424

3. Your course will be evaluated and approved if it meets the standard of quality education set for all courses, workshops, camps, seminars and enrichment programs offered through the University.

4. CPCE staff will contact you to let you know of approval and work out class details such as dates, price, rooms, etc.

5. You will receive an Instructor Agreement that needs to be signed and returned to CPCE. If you are a ﬁrst time instructor, you will be directed to HR to complete hiring paperwork for the semester.
Marketing Your Course

Your course will appear in one of our catalogs based on the course type and audience - our three catalogs are Extension, Business, or Teacher. We will use the course description submitted to CPCE for marketing purposes so please be sure to keep it updated. While the catalog will have a wide local circulation, we will be happy to add to our mailing list the names and addresses of individuals or groups you feel would be interested in taking your course.

Most CPCE courses will also be publicized in the appropriate campus publications and on CPCE’s website, www.pacific.edu/cpce. Any other advertising groups, markets, or ideas that you have, please let us know. A function of teaching a CPCE class is assisting in marketing. We create flyers for every class and will provide them to you to post, hand out, and advertise your class. Any external marketing pieces must first be approved by CPCE.
Contracts and Payroll

CONTRACTS:

Once your course has been approved for credit, you will be sent an Instructor Agreement verifying hire, class time, location, and dates.

New CPCE instructors: You will be directed to HR to complete new personnel forms.

Returning CPCE instructors: Certain instructors may receive paperwork that needs to be completed once a year.

PAYROLL:

CPCE does not guarantee a minimum salary regardless of enrollment or course income. Instructors set a minimum enrollment when they complete the Course Proposal Form (5 for new courses, no higher than 8 for repeat courses). The decision to cancel a class is made by CPCE and cannot occur without our prior approval.

Generally, instructors will receive 50% of the net course tuition (gross tuition minus materials fees for all students, including any lab fees to be transferred to the departmental accounts or approved reimbursement for instructional expenses).

Since instructor income directly corresponds to tuition income, it is the instructor’s responsibility to either build expenses into the tuition or stipulate expenses on the course proposal form and description of class.
CPCE will pay up to $2.00 per person per class for instructional material. Please submit an itemized list of expenses with your receipts for reimbursement.

Any special expenses must be discussed with CPCE prior to course approval. Expenses incurred by instructor beyond the $2.00 limit or pre-set lab fees will be the instructors expense. CPCE must be notified of any honorariums to be paid at the time of course submission. Please give individual’s name, address, date of presentation and the amount to be paid.

CPCE will cover copying of materials for your class. If you are supplying more than 20 pages per student or expect on having expenses over the amount that we will reimburse, you should consider adding a materials fee to your course. Materials fees must be pre-approved by CPCE.

Payment:

Independent Contractors:
Payroll is submitted once you have returned your class roster and grade sheet along with a payment invoice. It can take up to six weeks to process.

Pacific Employees:
Once you have returned you class roster and grade sheet, a payroll voucher will be submitted. Payroll is submitted at the end of each month to be paid out on the 10th. Instructors are generally paid three to six weeks after class has been completed.
Before your class is set to start you must:

- Complete any HR or Independent Contractor paperwork if necessary
- Sign and return your Instructor Agreement
- Call CPCE one week prior to the start date to check on your enrollments and determine a time to pick up your class materials
- Provide CPCE with any materials to be copied at least a week in advance to ensure that they are ready for pick up
- Pick-up your Instructor Packet from CPCE the day before (for weekend classes) or day of (for night classes) your first class session
- Go sign out any keys or equipment necessary for your class to run
During Your Class . . .

Your Instructor Packet contains the following:

- **Sign-In Sheets** - you will have one sheet for every day of class. Please make sure that the students are signing in each day. If you have students not on the sheet, add them.

- **Credit Worksheets** - every student receiving credit must complete a yellow credit worksheet

- **Grade Sheet** - after the class is over, grade the students that attended the class. Most classes are offered as P/NC. Sometimes students will request letter grades; CPCE will clear this with you first and notate on the grade sheet whose performance should be evaluated for a letter grade. Don’t forget to sign the bottom when complete. If you have students not on the roster, add them.

- **Evaluations** - we provide evaluations for each class and envelopes for the students to seal them in and then return. CPCE will create a summary report and email it to you within a month from your last class date.

- **Problem Sheet** - we want to know what challenges you faced in your class as we always strive to improve our customer service.

- **Building information** - key (if needed), copy of the room unlock request, public safety’s phone number to use if cannot get into your room, and information to contact physical plant if the heat or air is a problem.

- **Materials (optional)** - if you provide materials to us to copy, we will supply them when you come in to pick up your course packet.
After your class has run you must:

- Have students complete the evaluations
- Grade the students in your class
- The next work day after the last date of class, return your Instructor Packet to CPCE, including:
  - Grades for all the students who attended the class
  - Scaled evaluations
  - Sign-in Sheets
  - Completed Credit Worksheets
  - Any keys that were checked out to you
- Discuss with CPCE any problems or issues that occurred during the class
- For Independent Contractors, submit an invoice for payment
- For Pacific Employees, payment will appear in your next beginning of month paycheck (unless your class was on the last weekend of the month, then it moves to the month after that)
- Evaluation summaries will be emailed with scores and comments within a month of your last class date
- Submit a proposal for the next semester
Numbers You Should Know

CPCE……………………………… (209) 946-2424

Dr. Barbara Shaw – Associate Provost
Bob Bechill – Associate Director
Matt Van Donsel – Program Coordinator
Valerie Seimas – Enrollment/ Records Manager
Betsy Deliramich – Marketing, Outreach, & Events
Nicole Gersztyn – Administrative Assistant

EMERGENCY ....................... (209) 946-3911

Campus Security (non-emergency)…… (209) 946-2537

Physical Plant ........................ (209) 946-2541

Human Resources ..................... (209) 946-2124
1. What happens if there are only a couple students enrolled in my course?

Naturally we don’t like to cancel classes, but sometimes classes do get canceled for low enrollment prior to the starting date. You may always teach as many or as few students as you desire. We ask that instructors call into CPCE at (209) 946-2424 to check on their enrollments a week before the class is to run. We will make a determination on canceling due to low enrollment no more than 3 days prior to the start date.

2. What do I do if the classroom is locked or the key doesn’t work?

Call Public Safety to come and unlock it at (209) 946-2537.

3. What if I have an emergency and have to cancel class?

In the event of an emergency or personal illness, please contact CPCE at (209) 946-2424 as soon as possible and we will contact the students.

4. How do I make arrangements for audio-visual equipment?

Audio-visual equipment needs are requested on the Course Proposal Form prior to the start of class. Keys to the audio-visual equipment are then placed in instructor packets (if needed). If your audio-visual needs change during the course, please notify CPCE and we can try and make necessary arrangements. We will make every effort to meet your A/V needs.
5. **What if there is an emergency during class?**

For any campus emergency call x 63911 or (209) 946-3911 off campus. Blue light phones provide immediate contact to campus security. For non-emergencies call campus security at x 62537 or (209) 946-2537

6. **When can I expect my Paycheck?**

All payroll is submitted to Pacific’s Payroll Department at the end of each month for payroll distribution the following month, provided CPCE has received the required paperwork (your instructor packet with grades returned). If your class falls on the last weekend of the month, sometimes payroll will be paid out six weeks after the class has run. If you have any questions or issues with this, feel free to call CPCE and we can see what we can do.
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