

**PRAIRIE VIEW A&M UNIVERSITY**  
**UNIVERSITY ADMINISTRATIVE PROCEDURE**

**11.99.99.P0.01 Continuing Education Activities Conducted by the University**

Approved (June 14, 2010)

Next Scheduled Review (June 2011)

**1. PURPOSE**

- 1.1 To ensure that institutional management of continuing courses, activities, and educational programs effectively contributes to the fulfillment of Prairie View A&M University's mission, is consistent with its' obligations to the State of Texas, and does not result in conflicts of interest for this University.
- 1.2 All non-credit continuing education programs, courses, and activities presented by PVAMU and its schools, colleges, and departments shall be either solely sponsored or jointly sponsored through the Office of Continuing Education (OCE). Credit courses are sponsored through the Division of Academic Affairs. Camps and Enrichment programs are handled by the Department of Space Management.

**2. CONTINUING EDUCATION DEFINITION**

- 2.1 Continuing Education Programs are both professional and personal development courses, programs, seminars, workshops, conferences or activities that do not provide academic credit. These programs are fee-based programs and may offer Continuing Education Units (CEU's), but are not a requirement and include all programs which do not fall under the definition of camps or enrichment programs at University Administrative Procedure 11.99.99.P0.08.
- 2.2 Note: All non-traditional academic camp related activities and programs such as student activities and athletics are managed by the Office of Space Management. Please visit the Space Management website to obtain applicable forms, guidelines, and pertinent information concerning third party academic camp related activities.

**3. REQUIREMENTS & RESPONSIBILITIES**

- 3.1 To conduct any continuing education program, course, or activity, prior approval must be granted by the Office of Continuing Education. The appropriate forms for seeking approval are available online at: [www.pvamu.edu/continuingeducation/](http://www.pvamu.edu/continuingeducation/).
- 3.2 Departments or facilitators proposing continuing education must submit an original and one copy of their request, along with requested documentation to the Assistant Vice President of the Office of Continuing Education for approval. The hardcopy of these documents must be mailed to the attention of the Office of Continuing Education, Prairie View A&M University, P.O. Box 519, MS 1100, Prairie View, Texas 77446.

- 3.3 Individual course assessments must be conducted to determine whether a non-credit offering is warranted, is cost viable, and productive. This evaluation will be accomplished through Prairie View A&M University's Office of Continuing Education.
- 3.4 Continuing Education Activities sponsored by Prairie View A&M University's schools, departments, and colleges must obtain prior written approval from appropriate department heads or deans that are responsible for assuring that such course activities will not interfere with a proposed facilitator's (e.g., faculty or staff member) ability to meet normally scheduled work hours and obligations to this University.
  - 3.4.1 Once the departmental approval is granted, faculty or staff members pursuing departmental approvals must take or send a copy of the approval along with a completed Instructor Application and a "CE Form-A", Continuing Education (Non-Credit) Worksheet to the OCE. This applies for each Continuing Education course/activity on or off campus.
- 3.5 Continuing Education Accounts – Continuing Education Accounts are assigned a separate account number. The operation of these accounts is the responsibility of the Assistant Vice President of Continuing Education. This responsibility will include oversight of collection, receipt and deposit of continuing education programs and activity fees, the payment of bills, and approval of vouchers in compliance with University fiscal procedures.
- 3.6 Approval of Proposals and Contracts – Administrative review of continuing education proposals and contracts is mandatory. For proposals, this review is made by the department head and dean along with the Assistant Vice President of Continuing Education. For contracts and any amendments thereto, the Contract Administration Department must conduct a preliminary review followed by formal, final review and approval by the Senior Vice President of Business Affairs or designee.
- 3.7 Awarding Certificates and Reporting – Facilitators are responsible for including factual data about actual participant's attendance/completion before the CE or CEU Certificate is awarded. Facilitators are to complete CE Form-D and CE Form-E and return these forms to the OCE within one week after the completion of the course/activity.

#### **4. COMPENSATION FOR CONTRIBUTION TO A CONTINUING EDUCATION ACTIVITY**

- 4.1 Prairie View A&M University may hire individuals who are already employed by PVAMU to instruct educational courses, which are not included in their regular job duties. It is expected that faculty or staff members who seek to facilitate continuing education activities/courses will meet their normal work responsibilities to the University. In addition, when an employee performs any service for his or her employer, the Internal Revenue Service (IRS) requires that all payments be treated as wages subject to withholding and payment of income and employment taxes.

- 4.2 Prairie View A&M University will pay faculty and staff, who assume additional University related employment, through the University payroll system, in accordance with University procedures. Payment by purchase vouchers will not be made directly to the employee or to a company in which the faculty or staff member has a financial interest.
- 4.3 Approval for payment must be obtained from the department head(s) and dean(s) of the respective administrative unit before conducting the activity. The department heads and deans, by approving payments, are verifying that the activity contributes to the individual's professional development and the college's mission and goals. Also, that the payment compensation is consistent to University policies and procedures.

**Contact Office:** Office of Continuing Education (936) 261-2120