Policy on Continuing and Professional Education

No. 6362

Policy Effective Date:
03/19/2010

Last Revision Date:
06/16/2023

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Faculty
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1.0 Purpose

This policy is intended to support faculty in their work related to the three university missions (learning, discovery, and engagement) and facilitate a clear path for services related to the design, development, and delivery of professional meetings and conferences that are intended to 1) disseminate research and creative activities, 2) provide a variety of educational activities for diverse audiences, and 3) reach outside the university to convene audiences in service of the university mission. The university values the engagement activities of our faculty, students, staff, and community partners. Two primary units of the university involved in delivering quality continuing education, professional development, educational outreach, and other noncredit programming are Virginia Cooperative Extension and the Continuing and Professional Education (CPE) organization. Both units respond to the needs of individuals, communities and organizations with educational programs and services primarily focused on the university's strategic plan. Through involvement in CPE programs, colleges, faculty, and various departments receive a wide variety or menu of services and discretionary funding through compensation and/or surplus revenue distributions.

Continuing and Professional Education (CPE) is a part of the university-wide mission, the purpose of which is to support and advance engagement responsibilities of the university. CPE accomplishes this mission by meeting the educational needs of people and organizations who request or require educational and training programs outside the delivery of traditional credit instructional format. This policy focuses on the planning and organization of programs by Continuing and Professional Education. This policy is consistent with the university's mission of outreach and engagement and meets accreditation guidelines for continuing and professional education from the Southern Association of Colleges and Schools.

2.0 Policy

Academic colleges, centers, and administrative units designing and delivering continuing and professional education activities, both on and off campus, under the auspices of the Virginia Tech brand must work through Continuing and Professional Education in the development, delivery, and administration of CPE programs. This includes work conducted by faculty in Blacksburg, as well as faculty delivering continuing education programs at university locations outside of Blacksburg. Exceptions to this policy must be mutually agreed upon by the director of Continuing and Professional Education and the appropriate dean or administrative head designated by the college or administrative unit.

Development and administration of programs include verification of needs, scheduling, budgeting, promoting, collecting and accounting for fees, general instructional support, and logistical assistance as required. The granting of continuing education units (CEUs) and the maintenance of records relating to continuing education units are the exclusive responsibility of

CPE personnel unless otherwise delegated by the director of Continuing and Professional Education and the appropriate dean or administrative head designated by the college or administrative unit.

3.0 Procedures

3.1 Responsibility of Deans, Department Heads, Faculty, and CPE Personnel

Working with CPE personnel, college faculty and staff can provide a variety of continuing and professional education programs to meet the needs of Virginia's citizens. College and departmental faculty, with the leadership of their respective deans and with the coordination of CPE personnel, are responsible for carrying out the university's continuing and professional education function by designing, developing, and delivering programs in their respective areas of expertise. Programs jointly planned between departments, divisions, and colleges are encouraged, and instructional resources located outside of the university may be used when appropriate.

3.2 Utilization of Resources and Contractual Relationships

Programs delivered through CPE typically involve university support that may include the use of university space, personnel, equipment and other resources. Any contractual relationships related to programs must have the legal support of the university. Contracts with non-Virginia Tech parties must be reviewed and approved by University Legal Counsel and signed by either the Director of Continuing and Professional Education, Associate Vice President for Engagement, or the Vice President of Outreach and International Affairs, as designated, in accordance with Policy 3015, University Contract Signature Policy and Procedures.

When planning a continuing and professional education program or university supported conference/meeting in Blacksburg, university personnel are required to utilize Virginia Tech facilities and services such as The Inn at Virginia Tech and Skelton Conference Center and Owens Banquet Hall, or, if the conference is in Roanoke, at Virginia Tech affiliated entities such as the Hotel Roanoke and Conference Center (HRCC) or the Virginia Tech Roanoke Center. If the conference is in Northern Virginia, Virginia Tech facilities such as the Virginia Tech Research Center – Arlington (VTRC) should be used. Program developers and Virginia Tech personnel should utilize Virginia Tech's Commonwealth Campus Center (CCC) facilities whenever possible when delivering statewide programs. For more information on the CCCs, see the Campus Location website.

In the event university-owned or affiliated facilities or services are unavailable because of prior program commitments or, if there is mutual agreement between the sponsoring university entity and either CPE or university facility to pursue another venue, alternate arrangements may be made.

When program delivery requires the use of distance technologies to connect students/participants and faculty or other subject matter experts to achieve the objectives of a specific noncredit program or a contract credit course, CPE will serve as the primary contractor and will integrate with the Virginia Tech departments. CPE personnel serve as the primary administrative point of contact between colleges, Virginia Tech departments, and/or external clients and campus support groups such as Technology-enhanced Learning and Online Strategies (TLOS). For a general overview of distance learning, please see Policy 6364, Distance Learning.

Resources may be available through the Center for Organizational and Technological Advancement (COTA) for programming held at the HRCC. For more information on applying for COTA funding to support program delivery costs, please contact the Director of COTA or contacting the appropriate contact within Continuing and Professional Education.

3.3 Faculty Compensation for Continuing Education Programs

Faculty members of the university may be eligible for direct payment for instruction in non-credit and contract credit continuing and professional education activities.

3.3.1 Non-credit Programs

Faculty members of the university may be eligible for direct pay for instruction in non-credit programs under the following specifications:

1. Faculty members not supported by Educational and General funds of Virginia Cooperative Extension, the department of Continuing and Professional Education, or other Outreach and International Affairs units may be eligible for such payments. Faculty members supported by such funding whose job descriptions do not include activity in non-credit instruction should request approval of their dean and senior administrator and the Executive Vice President & Provost for advance approval for payment.

2. Non-credit teaching for direct pay will be subject to provisions of the university consulting guidelines (e.g., the total of non-credit teaching and other approved consulting will not ordinarily involve more than one day per week and will not exceed five days in any five-week period). Please see the Consulting Activities section in chapter two of the Faculty Handbook for more detailed information. The Executive Vice President & Provost must approve any exceptions to these guidelines.

3. In addition to the consulting policy, for more information on participation and compensation for non-credit continuing and professional education activities, please refer to chapter 2 of the Faculty Handbook. Rates of faculty payment will be negotiated between the faculty member and CPE personnel, with approval of the faculty member's dean or his/her designee. Conflicts of interest should be identified and appropriately managed.

3.3.2 Contract Course (Credit) Programs

In addition to participating in and earning compensation for non-credit instruction, faculty may also deliver contractual for-credit programs, which could count towards a degree. Contract course programs are generally graduate course offerings for professional audiences who seek to meet professional educational needs outside of the traditional instructional credit delivery method. These courses must be offered as a contract to a company or agency. The programs are delivered off-campus, perhaps at the organization/business site or elsewhere, or via distance learning. Overload compensation may be available for participating faculty. For more information on participating in contract credit offerings, please refer to Policy 6363, Administration of Contract Courses, and chapter two of the Faculty Handbook. While most credit offerings are taught by teaching and research faculty, administrative and professional faculty are also eligible to instruct credit courses and should refer to Policy 4072, Teaching Credit Classes and Overload Compensation for Administrative and Professional Faculty Members.

3.3.3 Technical Assistance Programs

Virginia Tech's Technical Assistance Program (TAP) enables faculty members to respond quickly to market needs requiring technical expertise and provides businesses with a streamlined process for accessing this knowledge. This is a university-sponsored consulting activity intended to strengthen university and faculty relationships with external organizations.

The faculty member and the company collaborate to define the scope of work. Specifically, a faculty member applies knowledge to a clearly defined process-related or technical situation and does NOT generate new knowledge or intellectual property. These activities are typically short in duration and do not exceed $50,000 in total cost.

3.4 College Revenue Sharing

In addition to compensation, faculty members may choose to develop non-credit programs in which surplus revenue is planned. Planned surplus and the sharing of the surplus with CPE should be clearly stipulated and appropriately documented in the negotiated terms of the program budget agreement. The program budget agreement should include the percentages of revenue to be shared between the college, department, lead program faculty, and Continuing and Professional Education and adhere to CPE Pricing Guidelines. Once surplus revenue is distributed colleges and departmental units have spending authorization and accountability for these funds.

These programs should follow the CPE Pricing Guidelines. For a copy of the guidelines, please contact the Director of Continuing and Professional Education.

4.0 Definitions

5.0 References

Southern Association of Colleges and Schools
www.sacscoc.org

Policy 3015, University Contract Signature Policy and Procedures
http://www.policies.vt.edu/3015.pdf

Virginia Tech's Commonwealth Campus Center (CCC)
https://vt.edu/about/locations.html

Policy 6364, Distance Learning
http://www.policies.vt.edu/6364.pdf

Center for Organizational and Technological Advancement (COTA)
http://www.cota.vt.edu

Continuing and Professional Education
www.cpe.vt.edu

Faculty Handbook, Chapter Two Sections:
Consulting Activities
Overload Payment and Compensation for Non-Credit Continuing and Professional Education Activities
Overload Payment and Compensation for For-Credit Continuing and Professional Education Activities
https://faculty.vt.edu/faculty-handbook.html

Policy 6363, Administration of Contract Courses
http://www.policies.vt.edu/6363.pdf

Policy 4072, Teaching Credit Classes and Overload Compensation for Administrative and Professional Faculty members
http://www.policies.vt.edu/4072.pdf

6.0 Approval and Revisions

New policy updates and replaces President's Policy Memorandum 49.

Approved March 19, 2010, by Vice President for Finance and Chief Financial Officer, M. Dwight Shelton, Jr.

Revision 1:

- Updated organizational titles and references.

  Approved March 1, 2019, by Vice President for Finance and Chief Financial Officer, M. Dwight Shelton, Jr

Revision 2:

- The policy was updated to list current university facilities and services in Section 3.2 and to increase the threshold for university-sponsored consulting for the Technical Assistance Program in Section 3.3.3. Links were updated throughout the policy and in Section 5.0.

  Approved June 16, 2023 by Vice President for Finance and University Treasurer, Kenneth E. Miller.