



# College of Public Affairs and Education

UNIVERSITY OF ILLINOIS SPRINGFIELD

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Subject: Adding Independent Study Courses

Category: Course Scheduling

Effective Date: 06/01/2024

Contact: CPAE Administrative Assistant

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## Procedure

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- 1.) Per the Faculty Contract Article VII, Section 8 (effective 8/16/21 – 8/15/25), faculty may be compensated for Independent Study Courses for under-enrolled but required courses as follows: “When a course is listed as a requirement for completion of an undergraduate / graduate degree or a minor or certificate but cannot be offered as part of a faculty member’s regular course load, the faculty member may agree to teach the independent study. Upon such agreement, the faculty member shall be compensated at a rate of \$275/credit hour per student for teaching the course as an independent study. In these circumstances, the recommendation for an independent study shall come from the department to the appropriate Dean for college level review and approval.”
- 2.) Independent study courses need to be approved by the School Director/Department Chair and the Dean/Associate Dean prior to being scheduled.
- 3.) When an independent study course is requested, the faculty member will discuss the need for the course with the School Director/Department Chair to determine if the course can be compensated.
- 4.) If the School Director/Department Chair determines that the independent study does NOT meet requirements for compensation, then the faculty member will be notified. It is the decision of the faculty member at that point whether or not they agree to teach the independent study uncompensated.
- 5.) After communication with the School Director/Department Chair, if the faculty member agrees to teach the independent study, they will work with the unit administrative aide to complete the “Schedule Section Change Form for Independent Study”, indicating whether or not they are requesting compensation.
  - a. If the faculty member is not requesting compensation, then the School Director/Department Chair will review the form. If the director/chair approves the addition of the Independent Study, they will sign the form and email it to the CPAE Administrative Assistant for submission to Records & Registration.
  - b. If the faculty member is requesting compensation, then the School Director/Department Chair will complete their section of the form, adding the rationale as to why the

independent study is required as well as the compensation amount, then forward the form to the CPAE Administrative Assistant for processing.

- i. Upon receipt of the form approved by the director/chair, the Administrative Assistant will forward it to the Dean or Associate Dean for review.
  - ii. If the Dean/Associate Dean approves the Independent Study, they will indicate their approval on the form and sign it, then email it to the CPAE Administrative Assistant and B.A.A. for processing.
    1. The Administrative Assistant will submit the Schedule Section Change form to Records & Registration to add the course to the schedule.
    2. The B.A.A. will initiate the "Service In Excess of 100%" process in order for the faculty member to be paid.
  - iii. If the Dean/Associate Dean does not approve the Independent Study, they will indicate their denial on the form and sign it and communicate their decision to the director/chair and the faculty member.
- c. Once Registration has added the course and notified the Administrative Assistant of the CRN, they will forward this information to the unit administrative aide and faculty member in order for the required permissions to be added in Banner and to notify the student(s) that they are able to register for the course.