



UHCL ACADEMIC AFFAIRS POLICY (UAAP)

SECTION: ACADEMIC AFFAIRS
AREA: GENERAL

UAAP Number: _ _ . _ _

SUBJECT: Off-Campus Teaching Compensation
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I. PURPOSE

This policy establishes compensation for faculty teaching an off-campus course. The policy does not apply to study abroad courses or on-campus courses with off-campus field trips.

II. DEFINITIONS

2.1 Faculty: Tenured, tenure-track, and non-tenure-track full time employees.

2.2 Off campus course: A course scheduled for and taught in a location other than the UHCL Clear Lake, UHCL Pearland, or UHCL at Texas Medical Center campuses.

III. POLICY STATEMENT

Faculty teaching an off-campus course will be paid a mileage stipend to cover the cost of traveling from their assigned campus office to the instruction site. The stipend will be calculated according to the following formula:

Stipend = (round-trip distance from assigned campus office to instruction site × number of class sessions per semester) × current IRS standard mileage rate

IV. REFERENCES

There are no references associated with this policy.

V. REVIEW PROCESS

This policy shall be reviewed every five years by Faculty Senate.

SUBJECT: Guidelines for Off-Campus Teaching Compensation

UAAP Number: _ _ . _ _

VI. APPROVAL

Approved:



Senior Vice President of Academic Affairs and Provost



President

5/28/2025

Date

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	5/15/25	Revision of April 2010 version of policy to reflect current UHCL campus geography, clarify situations in which compensation will be provided, and establish a uniform formula for calculating compensation.