University of Nevada, Reno
REQUEST FOR INSTRUCTIONAL COMPENSATION – ADMINISTRATIVE FACULTY

Faculty Name: OVLAD
(Please Print) Employee ID: 000134656

Department/Division (where employed as administrative faculty): ABNR
Job-Title (of administrative position): FISCAL OFFICER Instructional Department: MS
College: BUDN

Semester: FALL Year: 2007 Course will be taught at: UNRX TMCC WNCC GBC

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Name of Course</th>
<th># of Credits</th>
<th>Time of Class</th>
<th>Day(s) of Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td>301</td>
<td>002</td>
<td>INVESTMENT STRATEGIES</td>
<td>3</td>
<td>7-9 PM</td>
<td>MW</td>
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I hereby request approval for instructional compensation to teach the above course and certify that I will continue to meet all requirements of my current administrative job responsibilities (see below for policy).

Signature of Faculty Member ____________________________ Date ____________

Signature of Department Chair or Dean (of academic appointment) ____________________________ Date ____________

If denied, please explain: ________________________________________________

☐ Approved  ☐ Denied

Signature of Employee’s Supervisor (of administrative appointment) ____________________________ Date ____________

University of Nevada, Reno
Policy for Administrative Faculty/Instructional Compensation
University Administrative Manual 2,690 #4

Teaching at UNR. Administrative faculty who want to engage in teaching activities at the request of an instructional unit of the University of Nevada, Reno including Continuing Education, may do so upon approval of their immediate supervisors. The faculty member may request additional compensation if the instructional activity is not in the faculty member’s home department and is in addition to his/her regular work duty. Where additional compensation may be paid, the following procedures apply:

a. the administrative faculty member’s regular job requirements will be maintained and fulfilled;

b. the administrative faculty member may teach no more than one class per semester, summer session included. The one class may carry up to five credits, but not more than five. Consistent with policy for academic faculty, several courses taught through Continuing Education/Extended Studies may be considered ‘one class,’ but only up to a total of three credits. If the teaching or teaching-related activity does not carry formal credits, the activity will be assigned a ‘credit equivalency’ under the following guidelines:

1 credit equivalency = 16 contact hours (workshops, seminars, etc)
1 credit equivalency = 32-48 lab/hands-on experience hours

Extended Studies Credit Equivalency Rates for hands-on experience programs:
4 hours (1/2 day) session = 1/10 credit equivalency
8 hours (1 day) session = 2/10 credit equivalency
16 hours (2 day) session = 4/10 credit equivalency