Plan of Governance
Appendix G

Department of Environmental Science and Technology
University of Maryland

Policy on Tuition Revenue Derived from Extended Studies Courses

Approved November 19, 2025

Revised XXXX

Purpose: This policy outlines the procedures and expectations regarding tuition revenue derived from Extended Studies courses taught by ENST faculty. It ensures consistency with departmental priorities and University of Maryland guidelines.

- All Extended Studies courses need to be approved in advance by the Department Chair. Approval will be based on the course's alignment with Departmental programs and strategic goals, and the course's financial viability after accounting for all course-specific expenses.

- Tuition revenue generated from Extended Studies courses taught by ENST will be retained by the Department, after applying all course-related expenses.

- Instructor compensation will typically follow the current prevailing per-credit-hour rate. Any deviation from this rate requires approval by the Department Chair and must comply with College and University policies.

- The prevailing rate of compensation will be subject to annual adjustments to reflect University approved Cost Of Living Allowance (COLA) increases.

- For Extended Studies courses taught during the spring, fall or winter semesters, regular instructors on 9-month or 12-month appointments can either be distributed overload up to the maximum amount allowed by university policies, count the course as part of their teaching load, or have compensation saved as an available balance in a departmental program sub-account (also called a "general use" account), upon approval from the Department Chair after consultation with the instructor.

- For Extended Studies courses taught during summer semesters, regular instructors on 12-month appointments can either be distributed overload up to the maximum amount allowed by university policies, count the course as part of their teaching load, or have compensation saved in a departmental program sub-account (also called a "general use" account), upon approval from the Department Chair after consultation with the instructor. Regular instructors on 9-month appointments shall be distributed summer salary, unless the instructor already has summer salary that meets the maximum amount allowed by university policies, in which case compensation will be saved in a general use account.

- Only courses offered for academic credit through the University's Extended Studies office are subject to this policy.