Guidelines for Faculty Off-Campus Teaching Activities

1. Faculty members may conduct off-campus teaching activities based on course requirements. Unless approved through special project procedures, such activities may not exceed one-fourth of the total instructional hours for the course.
2. When planning off-campus teaching, faculty should include the activity details, such as content and destination, in the course syllabus and current week's weekly teaching schedule.
3. Faculty are advised to plan the number and content of off-campus sessions prior to the start of the semester. The nature of off-campus activities should align with the course content and progress.
4. Off-campus teaching applications must be submitted via the Class Adjustment System at least one week prior to the scheduled activity.
5. Off-campus teaching may not be used as a make-up for missed classes.
6. A report summarizing the off-campus activity must be uploaded within two weeks after the activity concludes. Failure to submit the report by the deadline will disqualify the faculty member from applying for off-campus teaching in the next academic year.
7. **Report Submission Path:**
   Faculty Information Network → Faculty Personal Information → Make up/ Canceled Class Application → Upload Field Trip Record



