

Academic Affairs Policy Letter

March 2014

Faculty Residency Requirement for On-line Courses, Domestic Travel Courses, and Internships

Context

Many states require that if an institution offers instruction from within the state, the institution must be approved or licensed. Several of these states interpret the teaching of an online course or completion of an internship as constituting “physical presence,” and a faculty member’s residence or presence in another state constitutes a trigger for state approval. In many states the approval process is lengthy and/or expensive, which means that there will be states from which Ferris faculty will not be able to teach online.

Policy

Given the core value to be an ethical community, Ferris State University maintains its integrity in every way, which includes compliance with all state and federal regulations governing higher education. Given the complexity of maintaining compliance because each state’s regulations are different, all faculty who reside outside of Michigan and intend to teach from their residency state must be approved by the Provost’s office prior to their assignment. As a general rule, faculty will not be allowed to teach from another state.

Procedures

1. Effective Fall 2014, prior to hiring or assigning any individual who will teach or co-teach from their residency outside of Michigan, the hiring department must consult with the Provost or his/her designee.
2. The Provost’s Office will determine whether the hiring/assignment of the individual would provoke the need for state authorization and make a determination about whether the required approval is reasonable and appropriate based upon the costs and burden associated with gaining the required approval.
3. Decisions regarding the hiring of faculty whose primary residence is in another state will be provided to the hiring department within 10 business days. Some determinations will require consultation with the residency state officials.
4. In cases where approval of the appointment or assignment is not possible, it will be necessary for the faculty member to demonstrate residency in Michigan or the course will need to be reassigned to another instructor who meets that requirement.
5. Departments and colleges are responsible for monitoring compliance with this policy and associated procedures.
6. Departments/colleges should seek guidance regarding faculty teaching from outside Michigan as soon as the hire is contemplated.