

The University of Arizona R. Ken Coit College of Pharmacy Policy for Tucson-based Faculty Teaching in Phoenix, Phoenix-based Faculty Teaching in Tucson, and Staff/Faculty Traveling between Campuses

Tucson- and Phoenix-based faculty are strongly encouraged to teach class on the campus that is not the faculty member's home base. This allows opportunities to interact personally with students on the other campus and to conduct other University-related business in Phoenix or Tucson. Bidirectional technology enables students in Tucson and Phoenix to participate in class without regard to the campus where the faculty member is physically located. When such teaching is arranged, the faculty member should schedule 1-2 office hours during the visit if at all possible to allow students face-to-face time. Drew Koch (Phoenix) and Barb Collins (Tucson) can facilitate booking a room for the office hours. Staff may also need to travel between campuses to conduct business for the college.

Procedures for faculty teaching at either campus:

- The preferred approach to letting students know about this teaching is to schedule the visits in the course syllabus. However, it is understood that opportunities may arise after the syllabus is distributed at the beginning of a course. If a last minute opportunity arises please let the students know a week in advance.
- In all situations, notify the following individuals a week in advance to ensure that classroom technical services can be organized, parking is arranged, office-hours scheduled/room booked, and any other necessary arrangements made.
 - Tucson Student Services Office: Ms. Barb Collins, collins@pharmacy.arizona.edu
 - Phoenix Student Services Office: Mr. Drew Koch, dkoch@pharmacy.arizona.edu

Procedures for faculty and staff traveling to the other campus for any business

- Complete an in-house [Employee Absence Form](#) as well as a UA Travel Authorization E-form: <https://www.fso.arizona.edu/forms/t>. The appropriate supervisor must approve prior to traveling.
- Travel expenses
 - Transportation – covered if the trip to Phoenix or Tucson is primarily for teaching and/or University business.
 - A university car can be rented from the motor pool. (Costs are covered by the College). UA vehicle rentals: <https://www.fm.arizona.edu/rentvehicle/index.html#/VehicleList>. Gas reimbursement requires a receipt.
 - Reimbursement for mileage can be submitted if a personal car is used. By policy, the standard COP reimbursement rate between Tucson and Phoenix is a flat rate of \$80.
 - Parking expenses are covered by the College.
 - Meals – are not reimbursed unless an overnight stay is required for University-related business. Only the dinner meal will be reimbursed, at the University rate, for approved overnight stays.
 - Lodging - not reimbursed unless there is participation in University-related events requiring an overnight stay at the distant site. Lodging costs are a flat rate of \$100 or less (receipt required), and participation in University-related events requiring an overnight stay must be approved by the appropriate department head in advance of the travel.
- Any person who drives for a UA business purpose is required to register and meet driver eligibility requirements. This requirement extends to operation of UA vehicles, personal vehicles, rental vehicles, and golf carts or scooters used on UA Business.
 - To register: <https://risk.arizona.edu/training/defensive-driving>
 - FAQ: <http://risk.arizona.edu/faq/driver-registration>
- UA vehicle policies and procedures: <https://www.fm.arizona.edu/#/department/7?tab=vehiclePolicy>
- Be familiar with UA Auto Loss Claims information prior to driving on UA business: <http://risk.arizona.edu/insurance/vehicle/auto-loss-claims>. Note that when driving a personal vehicle on UA business there is no State coverage for personal vehicle damage. Liability incurred in a personal vehicle on UA business is covered by the State, but only on an excess basis.