



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

**OP 32.25: Tutoring for Payment**

**DATE:** January 5, 2023

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure that the integrity of the faculty and students is protected from misunderstanding regarding payment for tutoring of students.

**REVIEW:** This OP will be reviewed in August of even-numbered years by the Vice Provost for Faculty Success with substantive revisions presented to the Provost and Senior Vice President by September 1.

**POLICY/PROCEDURE**

**1. Background**

Texas Tech University has the responsibility to protect the integrity of the roles of the faculty and students during the period of students' graduate or undergraduate enrollment in any university course. For purposes of this OP, "faculty" refers to all tenured, non-tenured tenure-track, and non-tenure-track faculty, including instructors and teaching assistants.

**2. Criteria**

Faculty and teaching assistants must avoid charging a fee for tutoring any student enrolled in the faculty member's classes. The appearance of conflict of interest should be avoided; therefore, the department chair should be notified of any tutoring arrangement made by a faculty member / teaching assistant.

**3. Procedure**

- a. Tutoring for payment of any student registered in a faculty member's / teaching assistant's class is not allowed.
- b. Faculty members / teaching assistants may tutor students for pay if the student is not enrolled in any class for which the faculty member / teaching assistant is responsible as instructor, grader, discussion leader, etc.
- c. Students who wish to employ a tutor for payment should check with the department in which the class is offered in order to find acceptable tutors in that subject.
- d. Students are free to choose tutors as long as they are not enrolled in the tutor's classes.