

Faculty Guide to Embedded Tutoring: Requests, Planning, and Deadlines

STEP 1:

For each term an embedded tutor request must be submitted as they are approved on a semester-by-semester basis. For FA25 please submit your request between 3/31/25 - 5/23/25

Instructors must sign the “Scope of Work” statement that is attached to the form

STEP 2:

Once the tutor is officially cleared by HR, the faculty member and tutor must meet to complete the Embedded Tutoring Planning Meeting Form. This form is meant to establish expectations, duties, and responsibilities

Monthly Deadlines

Embedded Tutor Work Logs

Designed for faculty to document/verify the hours of embedded tutoring each month including check-ins

FA25

August 25th
September 29th
October 27th
November 24th
December 12th

Ancillary Timesheets

Faculty may be compensated for up to 2 hours per month for check-in meetings with their embedded tutor

FA25

September 10th (8/16 - 9/15)
October 10th (9/16 - 10/15)
November 10th (10/16 - 11/15)
December 10th (11/16 - 12/15)

The pay period is from the 16th to the 15th of each month. Submit timesheets by the 10th to allow time for signatures and payroll deadlines