# INSTRUCTOR COMPENSATION HANDBOOK

For Courses Offered Via Online and Distance Education

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Division of Online and Distance Education Letterman Building, Room 131 765-285-1581

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# **COURSE DELIVERY METHODS**

# **Online Courses**

**Online:** These are asynchronous courses where students are not required to log-in at specific times. However, assignments are due on a schedule set by the instructor, and the instructor guides the class through the course work, just like main-campus classes. Students within the course often interact with each other, as well as with the instructor. The courses can be offered during a traditional semester or a shorter time period.

**Online Fixed Time:** These are usually semester-based online courses where the instructor's lecture is webcast live and students are expected to log-in at a specific time to watch and participate.

# **Off-Campus Face-to-Face Courses**

In this document, face-to-face, on-site courses refer to those delivered to students at an off-campus location by an instructor who commutes to that site to deliver the course content in person such as at one of Ball State's educational centers in Indianapolis and Fishers.

#### **Blended Courses**

Instructor and students meet for the course at least once in the same geographic location while other class time is replaced with online activities. The geographic location can be a main-campus location or an off-campus location.

# **DEVELOPMENT STIPENDS FOR COURSES AND PROGRAMS**

Stipends for online course development are available for the following amounts:

- Developing faculty member: \$2,000
- Academic department offering the course: \$500

The \$2,000 will be divided if two or more faculty members are working together on the same course. In addition, keep in mind that all development stipends paid to faculty are considered when calculating compliance with <u>Ball State's Supplemental Compensation Policy</u>.

Stipends are available only for courses that are online asynchronous. Online fixed-time, blended, and face-to-face courses are not eligible. Faculty will need to complete the <u>online course development process</u> to qualify for a stipend.

This stipend program will be in effect for all courses developed for delivery by summer 2014.

# Types of Courses Eligible

# 1. New Course Development

- A course that has not been previously developed for online delivery.
- A course that has sufficient demand to warrant an additional development by a second departmental faculty member (must be approved by Online and Distance Education).

*Limits:* Where enrollment demand warrants and the university's supplemental compensation policy allows, there are no limits to the number of new course developments a department or faculty member can pursue.

#### 2. Course Redevelopment

- A previously developed course that did not go through the Integrated Learning Institute
   (iLearn) <u>development process</u> and/or the faculty member did not work with one of the iLearn
   instructional designers during the original development.
- The scope of planned work meets the iLearn criteria to qualify as a course redevelopment.

# 3. ILP Transition Redevelopments

• Courses that qualify for redevelopment due to the transition from the independent learning format to term-based 8- and 16-week courses will qualify for the \$2,000 faculty development stipend but will not qualify for the \$500 departmental stipend.

*Limits:* All faculty members are limited to two course redevelopments, as approved by Online and Distance Education, between April 1, 2012, and the beginning of fall term 2014.

#### **Qualification for Stipend Payments**

- Faculty members developing the course must work with an instructional designer from iLearn.
- The course that meets iLearn quality standards criteria, which includes adherence to the Quality Matters Program, a nationally recognized peer review process designed to certify the quality of online courses.

# **Existing Academic Degree Program Redevelopment**

When a department wants to redevelop the online courses for an entire degree or program, additional resources may be available.

For questions about program or course development stipends, contact Jennifer Bott, assistant provost for learning initiatives, at 765-285-1581 or <a href="mailto:ipbott@bsu.edu">ipbott@bsu.edu</a>.

# ONLINE AND DISTANCE EDUCATION INSTRUCTOR COMPENSATION

The following compensation scales apply to all instructors' pay for which Online and Distance Education will reimburse the department. Online and Distance Education compensation policies supersede department policies.

# **Undergraduate Course Compensation**

A minimum of 10 students must be enrolled in the course for an instructor to be eligible for full load or overload pay. Courses having fewer than 10 undergraduate students are considered to be under-enrolled and will be paid according to the scale below.

| UNDERGRADUATE COMPENSATION   |  |         |         |         |         |         |
|--|--|---------|---------|---------|---------|---------|
| Credit Hours   | One  | Two     | Three   | Four    | Five    | Six +   |
| Enrollments  | Payment  | Payment | Payment | Payment | Payment | Payment |
| Under-Enrolled   | Under-Enrolled Courses: Applies to Online, Online-Fixed Time, Off-Campus Face-to-Face, and Blended |         |         |         |         |         |
| Courses  |  |         |         |         |         |         |
| 1  | \$100  | \$200   | \$300   | \$400   | \$500   | \$600   |
| 2  | \$200  | \$400   | \$600   | \$800   | \$1,000 | \$1,200 |
| 3  | \$300  | \$600   | \$900   | \$1,200 | \$1,500 | \$1,800 |
| 4  | \$400  | \$800   | \$1,200 | \$1,600 | \$2,000 | \$2,400 |
| 5  | \$500  | \$1,000 | \$1,500 | \$2,000 | \$2,500 | \$3,000 |
| 6  | \$600  | \$1,200 | \$1,800 | \$2,400 | \$3,000 | \$3,600 |
| 7  | \$700  | \$1,400 | \$2,100 | \$2,800 | \$3,500 | \$4,200 |
| 8  | \$800  | \$1,600 | \$2,400 | \$3,200 | \$4,000 | \$4,800 |
| 9  | \$900  | \$1,800 | \$2,700 | \$3,600 | \$4,500 | \$5,400 |
| Fully-Enrolled Courses: Applies to Online, Online-Fixed Time, Off-Campus Face-to-Face, and Blended Courses     |  |         |         |         |         |         |
| 10+  | \$1,000  | \$2,000 | \$3,000 | \$4,000 | \$5,000 | \$6,000 |
| If the course is part of an instructor's load, load pay will supersede overload pay except in cases where load |  |         |         |         |         |         |

If the course is part of an instructor's load, load pay will supersede overload pay except in cases where load pay is less than overload pay.

# **Graduate Course Compensation**

A minimum of six students must be enrolled in the course. Courses with fewer than six graduate students are considered to be under-enrolled and will be paid according to the scale below.

| <b>Credit Hours</b>  | One     | Two     | Three   | Four    | Five    | Six +   |
|--|---------|---------|---------|---------|---------|---------|
| Enrollments  | Payment | Payment | Payment | Payment | Payment | Payment |
| Under Enrolled Courses: Applies to Online, Online-Fixed Time, Off-Campus Face-to-Face, and Blended |         |         |         |         |         |         |
| Courses  |         |         |         |         |         |         |
| 1  | \$167   | \$334   | \$500   | \$667   | \$834   | \$1,000 |
| 2  | \$334   | \$667   | \$1,000 | \$1,334 | \$1,667 | \$2,000 |
| 3  | \$500   | \$1,000 | \$1,500 | \$2,000 | \$2,500 | \$3,000 |
| 4  | \$667   | \$1,334 | \$2,000 | \$2,667 | \$3,334 | \$4,000 |
| 5  | \$834   | \$1,667 | \$2,500 | \$3,334 | \$4,167 | \$5,000 |
| Fully-Enrolled Courses: Applies to Online, Online-Fixed Time, Off-Campus Face-to-Face, and Blended |         |         |         |         |         |         |
| Courses  |         |         |         |         |         |         |
| 6+   | \$1,000 | \$2,000 | \$3,000 | \$4,000 | \$5,000 | \$6,000 |

# **Funding to Hire Adjunct Faculty**

Departments may receive additional funding to hire contract or adjunct faculty to staff additional sections of graduate or undergraduate courses when courses surpass the 30-student limit. Adjuncts can be used to teach online courses directly or to release another faculty member to teach online.

# **Taught-with Courses**

Such courses are defined for instructor pay purposes as any set of sections that are connected through the taught-with coding process that meet the same day/time/building/room. Total enrollments for all sections of these courses will be combined and pay will be calculated using the **combined** student headcount. Enrollments in courses that do not meet this definition cannot be combined to 'make' load for an instructor. These courses will be paid as separate courses.

- 1. **Example:** An instructor is teaching ABC 600, sections 800, 801, 802, and 803 as 3-credit hour summer workshops that meet on four separate Saturdays. The content of each section varies and all students in a particular section meet on the same Saturday. Each section has two students enrolled. These classes do not meet the definition noted above for a "taught with" course and will be paid as separate classes that are under enrolled. Because they do not meet the definition of "taught with" enrollments, all four classes cannot be combined in an effort to generate load pay for the instructor. Total pay = \$1,000 per section or a total of \$4,000 under-enrolled pay.
- 2. **Example**: An instructor is teaching ABC 589 and ABC 489 (3 credit hours each) as "taught with" courses. Enrollment in ABC 589 is four students and enrollment in 489 is two students. Pay for four graduate enrollments would be \$2,000 and pay for two undergraduate students would be \$600. Total pay for teaching these sections would be \$2,600. The class would be considered under enrolled because the total pay does not equal or exceed \$3,000. If the enrollment in ABC 589 is four and the enrollment in ABC 489 is four, then the total instructor under-enrolled pay would be \$3,000 because total per student pay exceeds \$3,000. When the per student, under-enrolled pay exceeds \$3,000 for two sections that are considered "taught with" courses, the course is considered to have made and the instructor should be paid accordingly.

# Contract Faculty Paid by Online and Distance Education

For full-time contract faculty whose pay is supported by the Online and Distance Education, classes being taught via distance will be considered first when calculating faculty load. When four classes are taught via distance – faculty load has been met and Online and Distance Education has met its funding obligation.

If more than four distance classes are being taught via distance, the four classes with the highest enrollment will be considered first for meeting the faculty load obligation. Online and Distance Education will pay both load and overload(s) when only distance classes are being taught.

If fewer than four classes are being taught via distance, on-campus classes will be considered part of load until the load obligation has been met. Once load has been met, if the department wants to hire the instructor for a fifth class that is to be taught on campus, the department will fund the overload pay for that fifth class.

**Example:** A faculty member (Online and Distance Education supported) is teaching four distance classes and one on-campus class. The four distance classes would make up the faculty load and Online and Distance Education's obligation to the department would be met. The department would pay for the fifth class (overload).

**Example:** A faculty member (Online and Distance Education supported) is teaching two distance classes and three on-campus classes. The second two distance classes and the first two oncampus classes would make up the faculty load and Online and Distance Education's obligation to the department would be met. The department would pay the overload pay for the third oncampus class (fifth class = overload).

Under-enrolled distance courses that are considered part of load will be watched closely. If an instructor has more than one under-enrolled section during an academic year as part of their load, the department may be required to submit justification for the continued funding of that full time position.

# INSTRUCTOR COMPENSATION STRUCTURE AND TRAVEL

Departments are reimbursed by Online and Distance Education through a budget transfer process based on the instructor compensation process noted below. The final enrollment numbers that determine instructor pay will be established at the end of the drop/add period. No changes in instructor pay will be made after this period. To find compensation levels for overloads and under enrolled courses, please refer to the compensation structure(s) on page 6.

#### **Instructor Compensation Process**

|                  | Fall                 | Spring               | Summer               |
|------------------|----------------------|----------------------|----------------------|
| Load             | Dept. initiates and  | Dept. initiates and  | Dept. initiates;     |
|                  | pays                 | pays                 | Online and Distance  |
|                  |                      |                      | Education reimburses |
| Overload, Under- | Dept. initiates;     | Dept. initiates;     | Dept. initiates;     |
| Enrolled, and    | Online and Distance  | Online and Distance  | Online and Distance  |
| Contract         | Education reimburses | Education reimburses | Education reimburses |
| Course           | Online and Distance  | Online and Distance  | Online and Distance  |
| Development      | Education pays       | Education pays       | Education pays       |
| Stipends         |                      |                      |                      |

#### **Electronic Personnel Action Form (EPAF)**

For courses that are eligible for salary reimbursement by Online and Distance Education, you should select **John Burton**, director of administrative services for Online and Distance Education, as an approver when entering your EPAF. If you have questions, contact John at 765-285-2788 or <a href="mailto:iburton@bsu.edu">iburton@bsu.edu</a>.

# **Off-Campus Travel Reimbursement Policies**

Online and Distance Education reimburses the instructor for travel if he or she is teaching live, off-campus courses. Online and Distance Education abides by the university <u>Travel Regulations and Procedures Manual.</u>

The <u>Authorization for Travel form</u> must be signed by the instructor and delivered to Online and Distance Education before the first day of scheduled travel by the instructor.

The Travel Expense Voucher must also be submitted within one month after the semester is complete or within one month after the last day traveled.

#### **Questions about Travel Reimbursement**

Any questions about travel reimbursement should be directed to Jane Gadbury, travel and accounting coordinator for Online and Distance Education, at 765-285-8230 or <a href="mailto:jagadbury@bsu.edu">jagadbury@bsu.edu</a>.