Faculty Remuneration for Developing Online Courses

(Enacted 2014-15; revised July 15, 2015; revised December 8, 2015)

WellStar College of Health and Human Services
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*pages 10-12 should be completed, signed and returned by paper copy to Charity Bryan

The WellStar College of Health and Human Services Faculty Remuneration for Developing Online Courses policy document is designed to explain the policies of the College as they relate to developing new online courses. Much of the information contained within is delineated for full and part-time faculty. If you have any questions about the WellStar College of Health and Human Services Faculty Remuneration for Developing Online Courses policy document, please contact Charity Bryan at cbryan4@kennesaw.edu.
**Contact Information:**
- WCHHS Program Director for Online Education – Charity Bryan (cbryan4@kennesaw.edu)
- WCHHS Online Instructional Designer – Dale Suffridge (dsuffridd@kennesaw.edu)

**WCHHS Information:**
- Online course development funds will be distributed by the Dean’s Office.
- Requests for funds for course development must be submitted by Department Chairs/Directors to Charity Bryan.
- **All faculty (full or part time) in WCHHS must be certified to teach online** before they can develop an online course. Online teaching certification can be earned by successfully completing one of the following pathways:
  1. Successfully completing the Distance Learning Center’s Teaching Academy for Distance Learning (TADL).
  2. Successfully completing the Distance Learning Center’s Online Course Facilitation Program (OCFP).
  3. Successfully completing the CETL’s Online Course Development Workshop (OCD).
  4. Successfully completing the College of Humanities and Social Sciences Build a Web Course Workshop.
- **Online Course Development funds will be disbursed ONLY when the course has been approved by KSU**
The following opportunities are available for Full Time Faculty:

- The total maximum payment for full time faculty is **$4000**, per course developed, as outlined below.
- For designing and developing a new online course (courses must be shared with the department/college to be eligible for disbursement of funds), full time faculty will receive **$3500**.
- 95% or more of the course must be online to be eligible for the development payment.
- **$500** will be paid for successful completion of the KSU Quality Matters internal review process (meaning, using the QM Rubric, the course has met standards and been “certified” by KSU for 3 years).
  - Once approved, the developed course must be taught online within the next 12 months.
The following opportunities are available for Part Time Faculty:

- In rare circumstances, part time faculty may develop online courses per the need in the department.
- Department Chairs/Directors should alert Charity Bryan if a part time faculty member will be developing an online course.
- Course development time must be factored in part time work hours for part time faculty.
  - NOTE: Part-time faculty are limited to 19.5 “standard” work hours and these activities are part of their workload, i.e., teaching load might need to be reduced to participate in online course development. Part time faculty must also understand that 1) the entire course must be completely built and submitted to KSU QM during the semester they complete the workshop and 2) part time faculty must not participate in any other workshops or other payment or overload earning activities during the time they are participating in the course development workshop and building the course.
- The total maximum payment for part time faculty is $4000, per course developed, as outlined below.
- For designing and developing a new online course (courses must be shared with the department/college to be eligible for disbursement of funds), part time faculty will receive $2500.
- 95% or more of the course must be online to be eligible for the development payment.
- $500 will be paid for successful completion of the KSU Quality Matters review process (meaning, using the QM Rubric, the course has been “certified” by KSU for 3 years).
  - Once approved, the developed course must be taught online within the next 12 months. However, this stipulation is not a guarantee of continued employment at KSU past the workshop, and the developed course may be assigned to and taught by another faculty member to satisfy this condition.
- Part Time Faculty ONLY: $1000 for completion of CETL/TADL/OCFP/WellStar College workshop leading to online teaching certification.
Shared Use of Courses:

This incentive program is intended to encourage the development of online courses within WellStar College in an efficient manner. One component of this is to incentivize the creation of a “master course” for a particular catalog number that can be used by other faculty teaching that course.

As noted above, faculty that are compensated are required to make all class materials available for use by other faculty as needed. Additionally, **those faculty members using another’s course are expected to adhere to the following guidelines:**

- Faculty members using an online course developed by another faculty member are allowed use of the course content, but are not allowed to leverage that content for personal endeavors (e.g. consulting).
- Faculty members using a master course developed by someone else are expected to maintain the overall approved structure and organization of the course as developed. Faculty members using an online course developed by another faculty member cannot change the course more than 15% (otherwise, the course will have to be re-reviewed by KSU using the QM guidelines)
- Course content (e.g. video lectures, audio, other learning content) in the master course is expected to be used in good faith and adapted over time in a manner that does not change the structure or organization of the course.
- Recorded content from the master course is not intended to be used during classroom time in the place of live professor-student interactions.
Payment Deadlines for Course Development

- Online course development funds will be dispersed at the end of each semester. **Funds will be disbursed ONLY when the course has been approved by KSU.**

- The deadline for **full time faculty submitting completed work** and requesting payment from WellStar College are as follows:
  - November 13th (Submit for payment in December/January Payroll)
  - April 13th (Submit for payment in Maymester Payroll)
  - July 13th (Submit for payment in August Payroll)
  - *These dates are not reflective of the Online Course Submission Deadlines for KSU/QM Certification. Please see posted deadlines for KSU/QM Review from the Distance Learning Center at: (http://distancelearning.kennesaw.edu(review/index.php - see “Online Course Submission Deadlines”)*

- The deadline for **part time faculty submitting completed work** and requesting payment from WellStar College are as follows:
  - November 13th (Submit for payment in December/January Payroll)
  - April 13th (Submit for payment in Maymester Payroll)
  - *These dates are not reflective of the Online Course Submission Deadlines for KSU/QM Certification. Please see posted deadlines for KSU/QM Review from the Distance Learning Center at: (http://distancelearning.kennesaw.edu(review/index.php - see “Online Course Submission Deadlines”)*

- All faculty (full and part-time) should complete the following tutorial in order to better understand the compensation process and Board of Regent Rules regarding compensation:
  - Please attach your certificate of completion for the tutorial in an email to Charity Bryan (cbryan4@kennesaw.edu) when requesting your payment.
Checklist for faculty wishing to develop an online course:

☐ Are you certified to teach online courses through the KSU Office of Distance Learning?
  o If not, please contact Charity Bryan (cryan4@kennesaw.edu) for information on becoming certified to teach online courses.

☐ Has your Departmental Curriculum Committee approved this course transitioning to online?
  o If not, please contact your Department Chair/Director.

☐ Has your Department Chair approved you to transition this course to online?
  o If not, please contact your Department Chair/Director.

☐ Are you planning to teach any classes in the summer?
  o If so, how many?
  o If so, please email Charity Bryan (cryan4@kennesaw.edu) to confirm summer class schedule.
# WCHHS Payment Policy - At a Glance:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Full Time Faculty (and Limited Term 1 Year Faculty)</th>
<th>Part Time Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Teacher Training (certified to teach online through Distance Learning Center or WCHHS)</td>
<td>$0 (BoR policy)</td>
<td>$1000</td>
</tr>
<tr>
<td>Develop Online Course (95% or more must be online)</td>
<td>$3500</td>
<td>$2500</td>
</tr>
<tr>
<td>QM Approval</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Total maximum payment per online course developed</strong></td>
<td>$4000</td>
<td>$4000</td>
</tr>
<tr>
<td>Develop Hybrid Course (from face-to-face)</td>
<td>$1500*</td>
<td>$1500*</td>
</tr>
<tr>
<td>Transition a hybrid course to online course (95% or more must be online)</td>
<td>$2500**</td>
<td>$2500**</td>
</tr>
</tbody>
</table>

*$1500 is the **only** payment for face-to-face to hybrid course development

**$2500 is the **only** payment for hybrid to online course development

$4000 is the **maximum payment** amount per course developed
WellStar College
Faculty Memorandum of Understanding

Name: ____________________________________________

Department/School: ________________________________

☐ Full-time    ☐ Part-time

Rank:
☐ Professor  ☐ Associate Professor  ☐ Assistant Professor
☐ Lecturer    ☐ Instructor            ☐ Full-time temporary

Years at KSU: ____________

I understand the following conditions are required in order to receive the $4000 payment (initial each item):

___ If I am not already certified to teach online, I will enroll on and complete a CETL/DLC/WCHHS Online Course Development Workshop immediately http://www.kennesaw.edu/cetl/upcoming_events.html

___ My course content will be prepared in advance of the sessions offered by CETL/DLC/WCHHS

___ I will submit my course for KSU’s internal QM review in accordance with the deadlines posted by the Distance Learning Center at: http://distancelearning.kennesaw.edu(review/index.php - see “Online Course Submission Deadlines”

___ This payment will not exceed my summer course allowance (33.3% of academic salary for full time regular faculty; 4.49% credit hours for part time faculty)*

___ I have the support of my department chair/director for my participation in this initiative and to offer this course online

___ I understand that the continuous improvement of online courses is the responsibility of the faculty member developing the course

___ I understand that my online course will be re-reviewed every three (3) years through the Quality Matters process.

*If this exceeds summer course allowance, grant may be received as travel or technology funds.
I understand that this is an institution assisted effort as defined by the University Handbook - http://kennesaw.edu/handbooks/university/section5_2.php#2

Course subject/number proposed (must have previously offered this course via face to face or hybrid instructional methodology): ________________________________

Rationale for offering this course online: ________________________________

________________________________

Please note, priority will be given to fully online courses that have not been previously offered.

Who will teach this course?

☐ I will teach this course

☐ Another full time faculty member will teach this course (name: ____________________)

☐ Another part time faculty member will teach this course (name: ____________________)

__________________________________  ____________________________
Signature**                          Date

Signature indicates understanding of terms and conditions and requirement to offer this course within the next 12 months

__________________________________  ____________________________
Department/school chair/director signature***  Date

***Signature indicates review and approval of proposal and course to be converted
Compensation Policy:

I understand that I alone am responsible for checking to see if I am eligible to receive the compensation for professional development. The responsibility for finding and verifying this information does not fall to my department chair or personnel in the Dean’s Suite or the CHSS Office of Distance Education. The responsibility for finding and verifying this information does not fall to anyone in my department besides myself. By signing below, I have verified that:

☐ For full time faculty: I will not exceed my salary cap (33.3%) by accepting this compensation in June. I understand that this course does count towards my summer cap. I also understand that I must meet all deadlines (please consult schedules). I understand that deadlines are different for part timers and full timers.

☐ For part time faculty: I understand that I may only teach one course during the semester in which I participate in the workshop. I also understand that I must meet all deadlines if applicable (please consult schedules), and that deadlines are different for part timers and full timers.

Failure to meet the conditions of the Compensation Policy will result in no payment. There are no extensions granted, and no exceptions.

I understand that the financial consequences are:

- Not receiving the payment because of a salary cap overage
- Accepting a reduced amount in order to not exceed the applicable salary cap.

____________________________________________________
Faculty Signature

Date