



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.2130

DIVISION: Academic Affairs

TITLE: Faculty Compensation for teaching On Demand courses

DATE: October 24, 2014

AUTHORIZED:

### **I. Purpose and Scope**

Western Kentucky University continually strives to improve student access and flexibility to higher education. Rolling enrollment and personalized distance learning has been a part of course offerings at WKU since 1920. Distance education has kept pace with the use of technologies to provide platforms, software, and services for instructors and students to interact, collaborate, teach, and learn at a distance. WKU On Demand (formerly termed Independent Learning) distance education courses are offered in a non-term-based format to allow students to register and begin course work any business day of the year. This policy provides a process and set of guidelines for faculty compensation for non-term-based personalized learning activities, and provides guidelines for workload effort for non-full-time faculty teaching On Demand courses.

### **II. Policy**

- 1) Compensation for teaching On Demand courses is calculated on a per student basis, at rates reviewed and revised periodically by Academic Affairs.
- 2) According to Policy 1.2091, full-time faculty teaching On Demand courses is considered “outside of effort,” and therefore is not included in full-time faculty workload calculations.
- 3) Workload effort for instructors who are not full-time
  - a. *Transitionally retired and retired faculty.* For retirement benefit calculation purposes, retired faculty members may return to teaching according to the Faculty Handbook, section IX.H. Faculty Transitional Retirement Program.
  - b. *Part-time instructors:* For purposes of establishing benefit eligibility, part-time

instructors may teach On Demand courses according to a workload calculation based on credit hours.

- c. Part-time instructors and retired (including emeritus) faculty are eligible to teach On Demand courses as part of an overall workload that may include other forms of faculty work (e.g., course development, non-credit training, and internal grant participation).

### **III. Procedure**

1. *For instructors with part-time status*, 0.067 credit hour taught per term per student enrollment will be recorded for payroll purposes.
2. For emeritus and retired faculty, teaching On Demand students will count at a rate of 0.067 credit hour taught per term per student enrollment for the purposes of reporting to KTRS.
3. The Office of Distance Learning will track enrollments and compensation and is responsible for payroll initiation and reporting to Human Resources.

### **IV. Related Policies**

Policy 1.2091 Faculty Workload and Compensation

### **V. Reason for Revision**