

WellStar College of Health and Human Services

Policies for Teaching Online Courses

(Policy beginning spring semester 2016)



WCHHS Information:

- The online teaching compensation incentive is distributed by Dr. Elke Leeds, Associate Vice President, Office of Technology Enhanced Learning.
- **All faculty (full or part time) in WCHHS must be certified to teach online.** 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.
- Part time faculty are eligible for \$200 once training has been completed.
 - Due to budgetary implications, part time faculty must obtain approval from their Department Head and the Dean's Office prior to pursuing training
- Online Teaching Compensation funds will be disbursed **ONLY** for courses that have been approved by KSU

Overview:

- The Online Teaching Compensation incentive has been modified to scale compensation across credit hours.
 - This will be applicable to both graduate and undergraduate courses.
 - Compensation for teaching an online course must be paid as monetary compensation
 - Compensation provided **cannot** exceed the 20% salary cap (33.33% in summer for 9-month faculty).
 - The Office of Technology Enhanced Learning will be providing an electronic form and election system to facilitate notification, record-keeping and routing.
 - The online teaching compensation system will now be applied according to the following*:
 - 1-2 Credit Hours - \$25 per student
 - 3 Credit Hours - \$50 per student
 - 4-5 Credit Hours - \$75 per student
 - 6 Credit Hours - \$100 per student
- *Enrollments are calculated after the last day to withdraw without academic penalty
- The online teaching compensation continues to apply to online courses that have been internally reviewed according to the KSU Quality Matters guidelines and offered only to the listed faculty of record that hold current online teaching certification.
 - Online teaching compensation is included in the last payroll of each semester (December – Fall semester, May – Spring semester, July – Summer semester).

Shared Use of Courses:

It is possible that a faculty member may be asked to teach a “master course” which has been developed by another faculty member. In such cases, ***those faculty members using another’s course are expected to adhere to the following guidelines:***

- Faculty members using a hybrid or 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.