


ADMINISTRATIVE PROCEDURE

ACAD-1

Faculty Compensation, Course Ownership, and Distance Delivery Fees for Distance Education Courses

Number: ACAD-1	Name: Faculty Compensation, Course Ownership, and Distance Delivery Fees for Distance Education Courses
Purpose: This administrative procedure describes faculty compensation, ownership of content for distance courses, and distance delivery fees.	
Responsible Unit: Academic Affairs	
Approved By: Provost and Senior Vice President for Academic Affairs 	Approval Date: 6/28/2023

1. Summary:

- 1.1. This procedure describes the compensation faculty receive for teaching distance courses in load, as overloads, or as adjunct faculty; identifies the relevant Board of Governors policy for ownership of course materials; and provides for the distance delivery fee as approved by the Board of Governors.
- 1.2. For the purposes of this procedure, "Distance Education" courses include "Online courses", "Hybrid courses", and "HyFlex courses" as defined in BOG Policy AA-46, "Distance Education".
- 1.3. **History.** In Spring 2018, faculty compensation for in-load and overload Distance Education courses changed from a per-student model to a per-course model, with distance education courses generally being treated as in-load. BOG Policy MUBOG AA-48, "Ownership of Scholarly and Creative Works" was established in 2021 to clarify faculty ownership of scholarly and creative materials including class materials. BOG Policy AA-7, "Faculty Salary Increases", was revised in 2021 to establish a rate of \$3,000 per 3-credit-hour course for adjunct faculty.

2. Faculty Compensation for Teaching an Online Course.

- 2.1. Faculty compensation for an instructional overload is \$3,500 per 3-credit-hour course. This compensation applies to all modes of delivery, in all colleges, and at all instructional sites with a minimum enrollment of 12 at the undergraduate level and 8 at the graduate level.
- 2.2. There is no additional compensation for faculty who teach distance courses in-load, i.e., any form of electronic-facilitated instruction included in the normal teaching load for a specific semester.

- 2.3. Compensation for adjunct teaching is \$3,000 per course, as established by BOG AA-7.
- 2.4. Course sections whose enrollment does not reach the required minimum may be offered to meet existing student demand. Faculty compensation for these and other overload sections may be negotiated at an alternative rate below the regular rate. Such alternative compensation rates must be approved by the respective College Dean and the Chief Academic Officer.

3. Ownership of Online Course Content.

- 3.1. BOG Policy AA-48, "Ownership of Scholarly and Creative Works", describes the ownership of scholarly and creative works. This includes instructional materials (syllabi, tests, assignments, lectures, study guides, audiovisual materials, manuals, bibliographies, glossaries, etc.), video and audio recordings, video and audio broadcasts, and other materials.

4. Online Course/Instructor Approval

- 4.1. Distance courses must be approved by the Online Learning Office before being placed on the Schedule of Classes. The approval process is described at <https://www.marshall.edu/design-center/course-development/>.
- 4.2. Distance education programs must be approved by the Online Learning Office. Online programs may not be advertised, and students may not be admitted, before approval for online delivery is obtained. The approval process is described at <https://www.marshall.edu/design-center/course-development/>.

5. Online Course Distance Delivery Fees

- 5.1. Students who are not coded in the E-campus are assessed an incremental "distance delivery fee" for distance courses at a flat rate per credit hour in addition to regular tuition rates.
- 5.2. Students who are coded as "E-campus students" are charged a flat tuition rate, which subsumes regular tuition, fees, and the distance delivery fee.
- 5.3. The distance delivery fee will be assessed for Online (asynchronous, "E-campus") classes and is set by the Board of Governors. The distance delivery fee will not be assessed for T, IV, VC, or HyFlex courses.
- 5.4. Special approved division/department fees may apply to students registering for online courses.