

KANSAS STATE

College of Engineering

College of Engineering Distribution Policy for Online and Intersession Graduate Courses and Intersession Undergraduate Courses Effective July 1, 2015

The College of Engineering recognizes that teaching an online student requires as much or more effort than teaching an on-campus student. The College of Engineering also acknowledges that teaching courses during intersession and the summer is not covered by the standard nine month contract. This document provides new procedures delineating college level guidelines on how the funds for courses with online and intersession students may be distributed between the College of Engineering departments and the instructor of record.

Departments are encouraged to develop departmental policies within these college guidelines. These policies may include one, two or all three of the options below. As Global Campus class funding reimbursement return to the department is dependent on enrollment, a department head has the discretion to limit reimbursement methods based on enrollment.

1. Graduate Courses offered during the fall and spring semesters

For any course that has an online component, the instructor of record has three possible options for reimbursement. Options available within the department are subject to departmental policy. These options are as follows:

- a. The faculty member receives no reimbursement, but the department provides a grader or GTA to support the on-line class.

Or

- b. The faculty member receives a maximum of 30% of the department's revenue for the course. These funds can to be used to assist in the faculty member's research or teaching activities; (e.g., computers, students, travel, graders, matching funds for grants, etc.) however, these funds cannot be used for the faculty member's salary.

Or

- c. The faculty member receives a maximum of 20% of the department's revenue for the course, and these funds are paid to the faculty member as overload pay during the semester in which the course was offered. The amount of salary that a faculty member can receive is capped by one-month of salary which is determined by the faculty member's current monthly pay rate.

2. Graduate courses offered during the summer semester as a combination of face-to-face and on-line delivery including summer school salary.

- a. The faculty member receives no reimbursement, but the department provides a grader or GTA to support the on-line class.

Or

- b. The faculty member receives a maximum of 30% of the department's revenue for the course. These funds can be used to assist in the faculty member's research or teaching activities (e.g., computers, students, travel, graders, matching funds for grants, etc.) however, these funds cannot be used for the faculty member's salary.

Or

- c) The faculty member receives up to 20% of the department's on-line revenue for the course, and these funds are paid to the faculty member as summer pay during the semester in which the course was offered. The total amount of salary from the combined summer school salary and on-line revenue salary are capped by one-month of salary which is determined by the faculty member's current monthly pay rate. In cases where enrollment revenues are below faculty support costs, the department head may supplement the faculty salary for a maximum total combined salary of one-month per three-hour class. This amount will be negotiated between the department head and faculty member based on the enrollment of the course at the start of the class.

3. Graduate courses offered during the summer semester with on-line delivery only

A faculty member may receive up to 1.33 weeks of salary per credit hour, and if additional funds are generated, these funds return to the department. The amount of salary that a faculty member can receive per class is capped by one-month of summer salary which is determined by the faculty member's current monthly pay rate. This amount will be negotiated between the department head and faculty member based on the enrollment of the course at the start of the class.

4. Graduate and Undergraduate Courses offered during Intersession

A faculty member may receive up to 1.33 weeks of salary per credit hour, and if additional funds are generated, these funds return to the department. The amount of salary that a faculty member can receive per class is capped by one-month of salary which is determined by the faculty member's current monthly pay rate. This amount will be negotiated between the department head and faculty member based on the enrollment of the course at the start of the class.