Policy Name: Distance Education Faculty Competencies and Compensation

Policy Number: 7.9

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 10/18/2010

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Identifies requirements for faculty to be considered for compensation related to online education and states that the provost has the responsibility for determining possible compensation related to online education development and teaching.

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: (1) to establish the criteria for which a stipend may be paid for course redesign; (2) to establish the expectation that faculty engaged in online education are responsible for keeping courses current and must include best practices in online education in the course development and updating.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Distance Education Faculty Competencies and Compensation

Original Implementation: August 1, 2000
Last Revision: October 18, 2010 / July 26, 2016

Employees may receive a stipend for the development of online courses or portions of online courses and/or for teaching or delivering an online course. No stipends are given for developing or delivering hybrid or interactive television (ITV) courses.

Distance education courses include the following:

- **Online course**—A course which has been approved by the Office of Instructional Technology (OIT) as fully-developed for online delivery
- **Hybrid course**—A course which has not yet been approved as a fully-developed online course yet delivers at least 50% of its instruction online
- **ITV course**—A course in which the majority of the content is delivered using two-way interactive television between two or more locations

Three requirements must be met to be eligible to receive a stipend for developing or teaching an online course: (1) the person must be certified by OIT as an online instructor, (2) the person must be approved by the appropriate academic chair/director and dean to offer the class, and (3) the course must be recognized by OIT as a fully-developed online course. While OIT shall assess the design elements of a course for online delivery, the content and quality of online courses are the responsibilities of the academic unit. Persons who received online or distance education certification prior to employment at Stephen F. Austin State University (SFA) may be granted SFA certification by demonstrating competency in online course development and teaching to the satisfaction of OIT.

The provost and vice president for academic affairs, after receiving recommendations from OIT and the distance education committee, shall set the amount of stipends for the development and/or delivery of online courses.

*Instructional modality for delivery of curriculum should be driven by student need, program need, and market demand. The decision to offer a fully online course should be a collaborative process among program faculty and the appropriate academic unit head.*

Qualified faculty may be compensated for work in online education. Eligibility for compensation requires that the instructor be currently certified by the Center for Teaching and Learning (CTL) as an online instructor and that the course be recognized by CTL as a fully online course. The provost and vice president for academic affairs, after receiving recommendations from the Distance Education Committee, will set the amount of stipends for the development and/or delivery of online courses.
• Faculty members who develop a new fully online course may be eligible for a course development stipend.
• With adequate justification for the need, faculty members who substantially redevelop an approved existing online course may be eligible for a course redevelopment stipend.
• Faculty members who teach an online course may be eligible for a course delivery stipend.

Faculty are expected to engage in best practices for curriculum by maintaining and updating content in courses they are teaching to reflect current knowledge in the field.

The Texas Higher Education Coordinating Board definition for fully distance learning courses will be utilized to determine instructional modality. Only asynchronous, fully distance learning courses are eligible for stipends. Other distance education modalities are not eligible for an online delivery stipend under this policy.

The CTL will assess the instructional design elements of a course for online delivery. The content and quality of online courses are the responsibilities of the academic unit.

Faculty who obtained online or distance education certification prior to employment at Stephen F. Austin State University (SFA) may be granted SFA certification by demonstrating competency in online course development and delivery.


Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None