

COLLEGE OF ENGINEERING FACULTY COMPENSATION POLICY FOR DISTANCE EDUCATION COURSES

Distance Education Definition

Distance Education at NMSU is defined as the formal education process of delivering instruction so that students physically remote from the campus of program origin and/or instructor may participate. Course or program delivery may include face-to-face interaction and or synchronous or asynchronous written, electronic, or other media forms. Distance education courses must be approved through the college (department head, college distance education director and dean) and the Office of Distance Education/College of Extended Learning.

Faculty Compensation

A funding source(s) (e.g., contract, grant, College distance education funds, I&G salary savings, department I&G operations, etc.) must be identified for providing any of the forms of faculty compensation for a distance education course that require a monetary investment in the course. Faculty compensation for distance education courses shall comply with College and NMSU policies.

All expenditures as described below must be approved as part of a budget supplied by the faculty member or department during the course approval process. Courses should be submitted for approval at least one month prior to the start of the semester and as early as possible when compensation is requested. When compensation is requested from the College, preference will be given to courses that are part of full degree program offerings.

Faculty Compensation for Preparation of a New Distance Education Course

Faculty compensation for preparation of a new distance education course will be negotiated between the faculty member and their department head. The assistance of the college distance education director should be sought when funds will be requested from the college distance education budget. One or more of the following forms of differential compensation can be applied to preparation of a new distance education course.

1. Reassigned teaching time. Up to 1 credit hour per credit hour of the course can be applied toward a faculty member's annual teaching load for preparation of a new distance education course. This rate shall be based on what other forms of differential compensation are negotiated for planning the course.
2. Release from other responsibilities (e.g., decreased advising load, release from a service activity, etc.).

3. Additional salary when available and negotiated in advance.
4. Graduate assistant support, full or part-time support personnel, and/or stipends for contractors/vendors.
5. Hardware and/or software resources for distance education courses (e.g., laptop computer, software, etc.).
6. Professional development opportunities.
7. Consideration for additional merit dollars and progress toward tenure and/or promotion.

Faculty Compensation for Teaching a Distance Education Course as an Overload

Sections 5.20.20 and 5.45.30 of the NMSU Policy Manual will be followed in determining if a distance education course will be taught as an overload or part of load. Credits for courses taught with appropriate weighting for laboratory hours, credits for special studies (e.g., special problems, independent study, internship, thesis, dissertation, etc.), and other credits applied to the teaching load (e.g., for preparing a new distance education class, advising loads, recruitment assignment, etc.) will be used in calculating teaching load for the academic year. Faculty compensation for teaching a distance education course as an overload will be negotiated between the faculty member, their department head, and the college distance education director. Faculty members who teach a distance education course as an overload may receive supplemental compensation as presented in Section 4.70 of the NMSU Policy Manual or negotiated with the College Distance Education Director and home department head. Faculty members teaching on an overload should expect to be compensated for a distance education course with a salary supplement generally within the range of 1/16 to 1/8 of base nine-month salary for a three-credit course. Professorship/ chair stipends are not included in this calculation. Additionally, supplemental compensation may be reduced subject to meeting enrollment minimums that satisfy contract requirements.

Note: Courses for which faculty accept supplemental compensation are considered as consulting for purposes for evaluation and promotion/tenure consideration.

Any contract course is expected to be self-supporting including fringe benefits. Faculty compensation for contract courses must follow appropriate university policy.

Instructors who travel to remote sites shall be compensated for their travel in accordance with NMSU Travel policy.

Faculty Compensation for Teaching a Distance Education Course as Part of Load

Faculty compensation for teaching of a distance education course as part of load will be negotiated between the faculty member and their department head. One or more of the following forms of differential compensation can be applied to teaching a distance education course as part of load. When college funds are to be used, this must be approved by the college distance education director.

1. Reassigned teaching time. Up to 1.5 credit hours per credit hour of the course can be applied toward a faculty member's annual teaching load for teaching a new distance education course as part of load. The rate will vary with what other forms of compensation are negotiated for teaching the course. This form of compensation only applies to the first time a distance education course is taught as part of load.
2. Release from other responsibilities (e.g., decreased advising load, release from a service activity, etc.).
3. Additional salary when available and negotiated in advance.
4. Graduate assistant support, full or part-time support personnel, and/or stipends for contractors/vendors.
5. Instructors who travel to remote sites shall be compensated for their travel in accordance with NMSU Travel policy.
6. Hardware and/or software resources for distance education courses (e.g., laptop computer, software, etc.).
7. Professional development opportunities.
8. Consideration for additional merit dollars and progress toward tenure and/or promotion.

Small Courses

Distance education courses with an enrollment of fewer than 10 undergraduate or 5 graduate students will be subject to small course monitoring. Reduction or renegotiation of distance education faculty compensation for small courses could occur at the discretion of the college distance education director and with the concurrence of the home department head.