

I. Overview

The purpose of this procedure is to identify the compensation process for compensating a faculty member teaching an online course. Courses utilizing the Internet as a supplementary instructional tool do not fall under this procedure.

II. Practice

1. The course will be treated as a part of the regular teaching load of the faculty member. Overload pay will be available if the faculty member is teaching a load that qualifies for overload pay. Faculty teaching the usual credit hour load, including an online course in this total, will not be eligible for overload pay.
2. The Director of Educational Technology shall maintain a record of who will teach online courses in an upcoming semester and will make certain that the faculty member has the appropriate paperwork processed to ensure payment, if warranted.
3. All full-time faculty overloads must have Division Chair approval. At the beginning of each semester, the Director of Educational Technology will provide a schedule of faculty appointments, with compensation at the adjunct/overload pay rate. Personnel Action Forms (PAF) for the appointments will be submitted to the Vice Chancellor for Academics. These PAFs will be processed according to UACCB policy.
4. To provide greater efficiencies and value to students, faculty, and the institution, a “high-capacity” classification of online classes is established. High-capacity online classes will
 - a. Adhere to minimum class size for load and compensation as established in Procedure 406.6, Compensation Procedure for Faculty Teaching Low Enrollment Courses.
 - b. Count toward load and overload as the equivalent course taught with traditional limits.
 - i. Unless noted below, the traditional class size limit is 30-35 students depending on room capacity.
 1. The class limit for composition and literature classes requiring significant grading of papers is 25 students.
 2. The class limit for developmental education classes is 20 students.
 - c. Be capped at a maximum of 64 students.
5. Compensation for “high-capacity” is as follows:
 - a. Student enrollments 1-10 \$160 per student
 - b. Student enrollments 11-27 No additional pay
 - c. Student enrollments 28-37 \$1,600 + \$160 per student
 - d. Student enrollments 38-54 No additional pay
 - e. Student enrollments 55-64 \$3,200 + \$160 per student

III. Clarifying Points

1. If a “high-capacity” class is used as part of load, then the first 27 students will count toward load. Likewise, if the “high-capacity” class is to be used for six credits of load, then the first 54 students will count toward load.
2. “High-capacity” online classes taught for overload will count toward the maximum allowable overload as the equivalent of one traditional section. Example: A three credit hour class is taught as a “high-capacity” online class and 32 students are enrolled. The faculty member will be compensated \$2,400 and the class will count toward their maximum overload for the semester as three credits.

3. The field of online learning is rapidly evolving and change is constant. Accordingly, it is expected that external forces, such as legislation, System policy, or other college's practices may necessitate a change in practice. Such changes will be reflected in the revision of this document and will not be effective until the academic semester following the one in which the change is made.

Adopted: October 3, 2012

Revised: May 3, 2017