

Faculty Compensation Policy for Online and Blended Courses

Definitions:

The following are accepted definitions of online, blended, and face-to-face learning:

- Online (OL) courses offer 80 – 100 % of the contact hours online.
- Blended (BL) courses offer 30 – 79 % of the contact hours online.
 - **New York Tech has established that blended courses must have at least 50% of the contact hours online to be eligible for compensation.**
- Face-to-face (F2F) courses offer 0 – 29 % of the contact hours online.

Policy:

- A. In accordance with the Collective Bargaining Agreement (CBA), development of new online and blended courses requires approval from the Chair, the Dean, and the Provost / Vice-President for Academic Affairs, and requires consultation with the Center for Faculty Excellence.¹
- B. A faculty member shall receive a stipend of \$1,000 per ELH (up to \$3,000) for preparation of a new online or blended course, to be paid during the semester when the course is first offered. If multiple faculty members develop the course they shall share the stipend. In extenuating circumstances, or in a case where NYIT decides not to offer the course, the Provost / Vice-President for Academic Affairs may authorize payment after the course has been fully developed and before it has been taught.
- C. A faculty member shall receive one (1) ELH during the first semester that he or she teaches a new online or blended course.²
- D. The New Online / Blended Course Development Application must be completed, and all approvals noted, before the course is offered, and any payments are made to the faculty member.

¹ The CBA states in Article X (g) Online and Blended Course Development: *Based upon the approval of the Chair, the Dean, and the Academic Vice President, and after consultation with the CFE director, a faculty member shall receive a stipend of \$1,000 per ELH (up to three thousand dollars (\$3,000)) for preparation of a new online or blended course, upon completion of course development.*

² The CBA states in Article X (g) Online and Blended Course Development: *The faculty member who is teaching the course will receive one additional ELH the first time that they teach the course in the online or blended format.*

Application Procedures:

1. Faculty with a course proposal to develop a new online or blended course should discuss the proposal with their chair and dean prior to beginning any course development.
 - 1a. The faculty member consults with staff at the Center for Faculty Excellence.
 - 1b. The faculty member proposing the new course completes the application form and obtains the approval and signatures of the chair and the dean.
2. If approved by the chair and dean, the faculty member submits the application form to Jessica Boudouris (jessica.boudouris@nyit.edu) for the Provost's review and approval.
3. Copies of the approved application will be sent to the faculty member, chair, dean, department admin, dean's admin, and director of the Center for Faculty Excellence

Compensation Procedures:

1. The first semester the course is taught in the new format, following the add/drop period, the Center for Faculty Excellence will transfer funds via Workday to cover the faculty stipend and associated fringe costs.
2. As soon as the budget amendment is submitted, the department admin will need to submit a Period Activity Pay in Workday with "stipend for <online or blended> course development <COURSE ID>" in the comments.
3. The faculty member who is teaching the course will receive one (1) additional ELH from the dean's budget for first-time teaching of the course in online or blended format. This gets entered by the department admin in the Faculty Load Management System in Workday.