

**COLLEGE OF AGRICULTURE AND HOME ECONOMICS  
FACULTY COMPENSATION POLICY  
FOR DISTANCE EDUCATION COURSES – FY06-07**

**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. NMSU's four-year campus distance education courses must be approved through the college 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 should be appropriate, reasonable, and comply with College and NMSU policies.

**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. 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 for Distance Education Course Development (One Time). Up to 1.5 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. The rate should 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.
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, DSL line at home, 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 possibly, in the case of supplemental compensation, with the Associate Dean of Academic Programs in the College. One or more of the following forms of differential and supplemental compensation can be applied to teaching a distance education course as an overload.

1. Reassigned teaching time for Distance Education Course Development (One 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 an overload. The rate will depend on 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.
2. Release from other responsibilities (e.g., decreased advising load, release from a service activity, etc.).
3. Additional salary. 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 Associate Dean of Academic Programs. 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 1/45 of base salary per course credit for repeat offerings of the same course to 1/30 of base salary per course credit for first time offerings of a newly developed course for 12-month faculty or 1/36 of base salary per course credit for repeat offerings of the same course to 1/24 of base salary per course credit for first time offerings of a newly developed course for 9-month faculty. "Under those special circumstances where a request exceeds the employee's rate of pay, a special memo of justification approved by the Office of the Provost must be attached to the E-Hire form for supplemental compensation."
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, DSL line at home, etc.).
6. Professional development opportunities.
7. Consideration for additional merit dollars and progress toward tenure and/or promotion.

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 at the mileage and per diem rates determined through university 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.

1. Reassigned teaching time for Distance Education Course Development (One 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 depend on 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.
4. Graduate assistant support, full or part-time support personnel, and/or stipends for contractors/vendors.
5. Compensation in addition to approved university travel compensation for faculty who travel to an off-campus site to teach a distance education course.
6. Hardware and/or software resources for distance education courses (e.g., laptop computer, DSL line at home, 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. Renegotiation of distance education faculty compensation for small courses may occur and will be specifically explained on e-hire forms.

These procedures will be reviewed annually.

Updated per AGHE Email 6-13-06.