

## Faculty Compensation Policy for Online and Blended Courses

### Definitions:

NYIT has established the following definitions for online, blended, and face-to-face courses:

- Online (OL) courses offer 80 – 100 % of the contact hours online.
- Blended (BL) courses offer 50 – 79 % of the contact hours online.
- Face-to-face (F2F) courses offer 0 – 49 % of the contact hours online.

### Policy:

- A. In accordance with the Collective Bargaining Agreement, 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 Teaching and Learning.<sup>1</sup>
- B. A faculty member shall receive a \$3000 stipend 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 \$3000 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.<sup>2</sup>
- 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.

### Application Procedures:

1. Faculty with a course proposal to develop a new online or blended course should discuss the proposal with the chair and/or dean prior to beginning any course development.
2. The faculty member consults with staff at the Center for Teaching and Learning.
3. The faculty member proposing the new course completes the application form and obtains the approval and signatures of the chair and the dean.

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<sup>1</sup> The CBA states in Article X (g) Online Courses: *Based upon the approval of the Chair, the Dean, and the Academic Vice President, and after consultation with the CTL director, a faculty member shall receive a \$3000 stipend for preparation of a new online course.*

<sup>2</sup> The CBA states in Article X (f) Distributed Learning Sections, paragraph 2: *Faculty will receive an extra ELH the first time they teach a particular Distributed Learning course at NYIT.*

4. If approved by the chair and dean, the dean sends the form to Bernadette Calabro ([bbuhler@nyit.edu](mailto:bbuhler@nyit.edu)) in the Office of Academic Affairs for the Provost's review and approval.
5. Copies of the approved application will be sent by the Office of Academic Affairs to the faculty member, chair, dean, director of the Center for Teaching and Learning, and Office of the Registrar.

**Compensation Procedures:**

1. The first semester the course is taught in the new format, the Center for Teaching and Learning will transfer the \$3000 course development funds to the dean's professional supplemental budget line.
2. The faculty member will work with his or her administrative assistant to include the \$3000 stipend for preparation of the course in his or her FACCOMP.
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.