

# **Policy on Compensation for Curriculum Development and Delivery Department of Fisheries and Wildlife**

**Approved 12 December 2014**

The Department of Fisheries and Wildlife maintains one of the highest quality undergraduate and graduate academic programs in fisheries and wildlife sciences in the nation. Our goal is to retain that preeminence by continuing to be innovative in the development and delivery our curricula. Maintaining a pool of quality instructors and offering fair and equitable compensation for curriculum development and delivery is paramount to this goal. This policy sets department compensation rates for curriculum development and instruction for both on- and off-campus instruction and for overload compensation and teaching commitment “buy-out” for tenure-track faculty.

## **Curriculum Delivery**

The Department of Fisheries and Wildlife employs instructors, research faculty and tenure track faculty for delivery of curriculum on a per-section, per-term, and per-year basis. This policy is directed primarily at per-section and per-term contracts. Full time instructors can negotiate their teaching and curriculum development loads to fulfill their 1.0 FTE annual contracts (9 month or 12 month), with an expectation of ~28 credits per year = full time, 12 month appointment. This equates to a time commitment expectation of 72 hours per student credit hour, or a little over 200 hours for a 3-credit course, including prep time, lecturing, office hours, and grading. However, these are general guidelines. Annual contracts will be individually negotiated at competitive rates where the department’s intent is to provide long-term employment for high quality teachers and advisers. Teaching loads for tenure track faculty vary by position description and are not addressed by this policy. However, the per-course compensation rates shown here will be applied to overload (see below) and buy-out, where research funding can be used to replace teaching obligations for tenure-track faculty.

All courses have a designated Course Supervisor who may not be the primary instructor most terms; many online courses, for example, are instructed by graduate students. Faculty on overload will teach a maximum of one section per term (OSU Policy on Overload Compensation dated 16 September 2010); instructors or research faculty may teach multiple sections per term.

Compensation rates are based on 3-credit classes and will be adjusted proportionally for 2-, 4- or 5-credit classes. Compensation will be slightly lower for online (Table 1) than on-campus (Table 2) instruction, due to higher enrollment caps and additional time expectations for lecture preparation and delivery expected for on-campus teaching. When we hire an instructor to teach an existing course, all curricular materials are provided to the instructor to minimize class preparation time. “Instructor experience” refers to experience teaching FW courses at OSU, and can include GTA experience for online courses. Experienced instructors should document at least 50 credits of teaching FW courses to receive the higher level of compensation.

Minimum enrollment numbers are based on revenue needs and are consistent with OSU’s minimum class size guidelines. Classes below the minimum may be canceled at the discretion of the Associate Department Head, depending on student access to other classes and availability of other courses for the instructor to teach. The decision to cancel a course section will be made at least 2 weeks prior to the start of a term, and in consultation with the instructor and course supervisor. Efforts will be made to reassign the instructor to another course, or a lower rate of compensation that is commensurate with class enrollment can be negotiated.

Enrollment maxima are set to ensure a quality experience for students. Enrollment caps are lower for online classes than for on-campus classes because of the large number of instructor-to-student interactions required when teaching online learners. For online courses, if the maximum is regularly exceeded, an additional section

of the course will be created for one or more terms in a year. Experienced instructors will be asked to teach sections with higher enrollment caps. For on-campus courses and those with labs, GTA support may be provided for courses that exceed their maximum enrollment.

Proposals for new courses, Special Topics courses, or other courses not currently scheduled must be discussed with the Associate Department Head prior to course proposal preparation or CRN request (see Curriculum Development, below).

If a course is listed as a “slash” (400/500, undergraduates and graduate students) but has no graduate students enrolled, the workload is assumed to be lower and the instructor will receive compensation for an upper division, undergraduate course.

**Table 1. Compensation rates for Ecampus course instruction for a 3-credit class<sup>a</sup>.**

Course Level	Compensation (per course section)		Class enrollment Maximum/minimum
	Instructors or faculty with < 50 credits of FW course experience	Instructors or faculty with ≥ 50 credits of FW course experience	
Graduate only (500 or 600)	\$4,000	\$5,000	20/8
Slash courses (400/500)	\$5,500	\$6,500	40/12 in aggregate
Upper Division (300 or 400)	\$5,000	\$6,000	40/15
Lower Division (100 or 200)	\$5,000	\$6,000	40/15

<sup>a</sup> Compensation rates are for 3-credit classes; 2-, 4- and 5-credit classes will be compensated at 0.66, 1.33 and 1.66 times the 3-credit rate, respectively.

**Table 2. Compensation rates for on-campus course instruction for a 3-credit class<sup>a</sup>.**

Course Level	Compensation (per course section)		Class enrollment Maximum/minimum
	Instructors or faculty with < 50 credits of FW course experience	Instructors or faculty with ≥ 50 credits of FW course experience	
Graduate only (500 or 600)	\$4,500	\$5,500	25/8
Slash courses (400/500)	\$6,000	\$7,000	40/12 in aggregate
Upper Division (300 or 400)	\$5,500	\$6,500	50/15
Lower Division (100 or 200)	\$5,500	\$6,500	50/20

<sup>a</sup> Compensation rates are for 3-credit classes; 2-, 4- and 5-credit classes will be compensated at 0.66, 1.33 and 1.66 times the 3-credit rate, respectively.

### Graduate Teaching Assistants (GTAs)

On-line undergraduate courses of 3 credits or more can be assigned to Graduate Teaching Assistants, who receive 0.49 FTE and are under the supervision of the Course Supervisor. Course Supervisors have priority for assigning their courses to their own students (see Course Supervision, below). GTAs can be requested for larger online or on-campus courses, or those with experiential learning, where enrollment exceeds the maximum or the expected workload is greater than 200 hours/course. On-campus GTA stipends are entirely subsidized by revenue from Ecampus tuition returns, and tuition remissions for GTAs are limited; thus, the department needs to restrict GTAs to courses that really need them for grading, laboratory prep, or field course prep and supervision. The Associate Department Head will review GTA requests annually.

### Additional Compensation or Support for Writing Intensive Courses

Writing intensive classes (WIC) require substantial additional work for editing assignments and multiple drafts of research papers. WIC guidelines suggest that WIC classes have lower enrollments. The department will compensate instructors or faculty an additional 25% for teaching a WIC class and will restrict the number of students per section to 30 or less, regardless of whether it is an online or on-campus course.

### Combined Classes and Hybrid Courses

It may be valuable to combine online and on-campus students for some courses, particularly those at the graduate level that have lower enrollments. A “Combined Class” is one where an online section and an on-campus section are offered by the same instructor during the same term, and where students from both sections interact through Discussions, Group Projects, or other activities. Such a course should not require online students to be “in person” (e.g., connected via skype or Adobe Connect) on particular days and times, but can encourage it. Combined courses count as ONE class for compensation, based on Table 3, below. Instructors who want to increase their enrollments this way should consult with the Associate Department Head and Course Scheduler to obtain CRNs for the catalog listings, and keep in mind that the department only receives return for online student credit hours.

A “Hybrid Course” is specifically designed to have some component of the class on campus (all students required to be in person in Corvallis or a branch campus site or a field site) and part of the class offered online. Typically, a Hybrid Course would include a week or two of intensive, experiential classwork, prefaced or followed by readings, discussion and/or lecture material delivered online. Hybrid Courses are a great way to get our online students to visit campus or one of our field stations for a few days, but require travel and extra expense so they should be scheduled carefully to ensure robust enrollment.

**Table 3. Compensation rates for Combined or Hybrid Course instruction for a 3-credit class<sup>a</sup>.**

Course Level	Compensation (per course section)		Class enrollment Maximum/minimum
	Instructors or faculty with < 60 credits of FW course experience	Instructors or faculty with ≥ 60 credits of FW course experience	
Graduate only (500 or 600)	\$4,250	\$5,250	20/6 online
Slash courses (400/500)	\$5,750	\$6,750	40 in aggregate/10 online
Upper Division (300 or 400)	\$5,250	\$6,250	40/15 online
Lower Division (100 or 200)	\$5,250	\$6,250	40/15 online

<sup>a</sup> Compensation rates are for 3-credit classes; 2-, 4- and 5-credit classes will be compensated at 0.66, 1.33 and 1.66 times the 3-credit rate, respectively.

### **Compensation for Team Teaching**

Compensation should be split according to the anticipated workloads if a course is taught by more than one faculty member. Buy-outs for team-taught courses should follow the same split. The instructional split should be discussed with the Associate Department Head.

### **Compensation for Cross-listed Classes**

In cases where a course is cross-listed in another department, Fisheries and Wildlife will work with the other department(s) to develop a Memorandum of Understanding (MOU) that covers compensation and revenue sharing. If FW is the academic home of the instructor, revenue will first be used for instructional compensation. Remaining tuition revenue will be shared with the cross-listed department(s) according to the MOU, generally as a split according to the number of students registered under each department CRN. Other agreements may be negotiated. Faculty who wish to cross-list their course should contact the Associate Department head at least 1 term prior to offering the course to ensure time for development and approval of the MOU. All MOUs should be reviewed annually and updated as necessary.

### **Compensation for Graduate-level Grading in Slash Courses**

Because graduate students are not allowed to teach graduate-level courses, some of our online slash courses have the graduate-level section taught by the Course Supervisor. In most cases, graduate enrollment is low for these slash courses and the Course Supervisor is acting as a “grader” for just a few students. Unless the graduate-level enrollment meets the minimum required for compensation for a grad-level course (Table 1, 8 students), the Course Supervisor in these cases will receive a **flat compensation of \$1000** for the term. If the Course Supervisor feels that the time commitment is substantially more than this level of compensation, he or she can discuss the rate with the Associate Department Head. Compensation can be applied as overload or salary savings.

### **Compensation for Tenure-track Faculty and “Buy-out”**

For tenure-track faculty with teaching appointments, teaching and supervising courses beyond their regular teaching FTE duties can be compensated as “overload” pay (lump sum pay in addition to monthly salary, see restrictions at the end of this document), “summer salary” (teaching compensation for summer months or 0.25 FTE not covered by regular appointment), or banked in salary savings. When an agreement for teaching has been made between the faculty member and the Associate Department Head, the faculty member should meet with the Human Resources Manager to determine how the compensation will be applied. For faculty who desire to replace some of their teaching FTE with research FTE with funds from a research grant, the compensation amounts included in this document can be used to “buy out” of teaching one or more courses, following advanced notice and agreement of the Department Head.

## **Curriculum Development**

### **Development of new courses**

New courses may be added to our online curriculum following approval by the Curriculum Committee and the Associate Department Head. It takes several months to go through new course approval and development. The department will compensate faculty for developing online courses in the form of a block grant (Table 4). A block grant based on credit hours for a course acknowledges that the amount of work for curriculum development is proportional to the number of “lectures” or lab assignments that must be prepared. The current rates are based on the funding we get from Ecampus and the College of Ag Sciences, plus a contribution from the departmental Ecampus fund. Half of the development grant will be paid after course development begins, and the other half will be paid when the course is offered for the first time.

**Table 4. Compensation rates for development of online courses.**

Credit hours	Block grant amount
2	\$6,000
3	\$7,500
4	\$9,000
5	\$10,500

**Course Improvement (On-line courses only)**

We continually strive for excellence in our curriculum, both on-campus and online. Online courses, in particular, can become “stale” because lecture materials are not continually renewed. There may also be opportunity to update your course according to recent accreditation standards (Quality Matters protocol at Ecampus). Ecampus and FW support course improvement, and will compensate faculty through a block grant to “revamp” an existing online course (Table 5). The grant amounts are based on a time commitment expectation of 80-120 hours. Course improvement funds must be approved by Ecampus prior to contract agreement.

**Table 5. Compensation rates for updating online courses.**

Credit hours	Block grant amount
2	\$2,000
3	\$2,500
4	\$3,000
5	\$3,500

Until a funding model is developed for on-campus curriculum development and delivery, we cannot offer compensation for development or improvement of courses to be delivered in Corvallis, Cascades or Newport.

**Course Supervision**

We have developed an online teaching program that relies on a course supervision + GTA instructor model. Many of our online classes are taught by GTAs supervised by a faculty member who is the instructor of record. Our model for funding graduate students to teach online classes has provided the department and individual faculty with numerous GTAs that we previously could not have funded. While it is expected that Course Supervisors are not involved in the course on a day-to-day basis, the instructor of record is responsible for insuring quality of the course and for resolving issues related to grades and academic dishonesty. See policies on Course Supervision posted under Employee Resources on the FW website for more information.

**Course Supervision of Graduate Teaching Assistants**

GTAs for specific online courses are controlled by individual faculty who developed the DE course. If the course is taught by the Course Supervisor’s own student, the time commitment for mentoring should be considered as in-load advising/mentoring, specified on the Course Supervisor’s Position Description.

In some cases, faculty must supervise a graduate student for whom they are not the student’s major advisor. This represents a commitment of mentoring and supervisory time that is not related to the faculty member’s duties as a major professor. The department will pay faculty members \$500 per online course to supervise a graduate teaching assistant who is not one of their graduate students, but only the first time that the course is offered by that student. It is expected that supervisory time will be minimal after the student has taught the course once.

Supervisors of courses with multiple sections should consider meeting with instructors as a team at least a couple of times during the term, to ensure reasonable equivalency in grading standards and to answer questions about the course or student conduct.

### **Course Supervision of Instructors**

If an existing course will be taught by an Instructor, the Course Supervisor can request \$500 overload for supervision of that Instructor the first time the instructor teaches the course. This is to cover the Supervisor's time to explain how the course is run, assist with course "roll over" and book orders, and answer Instructor questions.

## **Other Compensation: Mentoring Professional Students**

### **Supervision of a Professional Science Masters Graduate Student**

Supervision of non-thesis graduate students in Fisheries and Wildlife (Professional Science Master in Fisheries and Wildlife Administration) will require working with the student to develop their program of study, advising them on their internship and reading the resulting report or documents, and participating in the student's defense. We will provide faculty \$2,500 for supervision of a PSM graduate student - \$1000 when the Program of Study is submitted, and \$1500 when the student defends. A complete description of the program and its requirements is available on the FW Graduate Programs web page.

### **Supervision of a Capstone Project for Graduate Certificate Student**

Our Graduate Certificates require a 3-credit capstone project that is planned and reviewed by a local mentor or an OSU faculty mentor. We will pay faculty \$500 overload to serve as a mentor for a Certificate student's project, with the expectation of significant time commitment for project evaluation.

## **Combination of Duties for Overload Compensation**

OSU's Policy on Overload Compensation (Sept 2010) restricts overload pay to no more than the equivalent of one course per quarter. The development of a course where the faculty member applies the entire block grant to overload or the teaching of a course will qualify as one course under this policy; these activities cannot be combined during a quarter. Other duties such as supervising graduate students to teach online classes, supervising Professional Science Masters students or partial use of a course development block grant may be combined for a total overload compensation of \$7,500 per term, but these latter duties cannot be conducted while a faculty member is teaching for overload. The \$7,500 represents the maximum a faculty member might be compensated for teaching a 3 credit class for overload.

## Authorizing Signatures

This policy was updated in 12 December 2014 and is subject to additional updates as resources and campus policies change. Questions regarding this policy should be directed to the Associate Department Head for Academic Affairs.

### Authorizing Signatures

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W. Daniel Edge  
Department Head

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Date

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Selina Heppell  
Associate Department Head for Academic Affairs

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Date

\_\_\_\_\_  
Dan Arp  
Dean, College of Agricultural Sciences

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Date