To: Current and Future On-Line Instructors  
From: Robert Neher, Interim Provost  
Re: Compensation for Course Instructors in On-Line Programs  
Date: August 3, 2006

I truly appreciated all of the valuable feedback I received regarding on-line course compensation for instructors teaching in on-line programs. I am pleased to announce that after input from the University Community on the matter of Instructor Compensation for On-Line Courses, I am ready to move forward with a new compensation schedule for individuals teaching on-line courses in on-line programs for the University that will go into effect in the Fall 2006 Term. Essentially, there will be four different levels of compensation: offerings with 7 or less students, undergraduate courses with more than 7 students, graduate courses with more than 7 students, and teaching on-line courses by full-time faculty on-load in the MBA On-Line Program.

In my prior on-line compensation memo, dated December 5, 2005, I included some background information regarding the need for the University to review and evaluate the current method of compensating instructors for teaching courses on-line and I do not feel as though I need to repeat it in this memo. In addition, as with any compensation, the compensation for on-line courses will be periodically reviewed and evaluated, which may at that time result in changes to the method and structure used to determine the compensation for instructors teaching courses in on-line programs.

To ensure that ULV is offering a quality educational experience to the students in an on-line course, we will be limiting the enrollment in on-line courses. In particular, courses for all offerings will be capped at 25 students. Historical attrition in on-line courses of 25 students will generally lead to a course with 20 students or so by the beginning of the third week of instruction. Instructor compensation will be determined using the number of enrollments at the beginning of the third week of instruction.

There may be some special circumstances that would lead to an instructor having a course with more than 25 students, however this would need to be approved by the appropriate Academic Dean and the Provost no later than the beginning of the second week of instruction. If a course has more than 25 students and is split into two separate courses, the enrollments in both sections will be similar. For example, a course with 30 enrollments would be split into two courses of 15, a course with 29 enrollments would be split into a course of 14 and a course of 15, a course with 28 enrollments would be split into two courses of 14, etc. The instructor compensation will be determined by the number of enrollments in each course section at the beginning of the third week of the instruction.

Additionally, there may be special circumstances where the enrollment is limited in a particular course, similar to what occurs for some of the senior project type courses on the main campus. For example, if a particular course has historically had a limited enrollment
on the main campus, then the on-line offering of this course would generally have a similar enrollment limit. The appropriate Academic Dean and the Provost, prior to posting this course offering on the schedule of classes on the ULV Online Web Site, must approve a course enrollment limit that is less than 25.

In order to make the new compensation method as clear as possible for instructors teaching courses in on-line programs, I will describe each different type of situation that may arise below. And, there will be one section that applies to undergraduate courses and another that applies to graduate courses.

**Undergraduate On-Line Courses**

The current method of compensation for on-line undergraduate courses makes a distinction between 3-unit courses and 4-unit courses. The new method of compensation will continue to make a distinction between these two. At a later date, there could be some 2-unit undergraduate course offerings and these will be compensated at a prorated rate, one half of the compensation for a 4-unit undergraduate course with the same number of students. If there were ever any 1-unit offerings, then the rate of compensation will be one fourth of the 4-unit rate.

**4-Unit Undergraduate Offerings:** Two situations may arise, an offering that has an enrollment of 7 or fewer students at the beginning of the third week of instruction or a course with an enrollment of more than 7 students. For an offering with 7 or fewer students, the rate of compensation will essentially be the current rate of $300 per student. For a course with more than 7 enrollments, the rate of compensation will recognize that it does take a certain amount of effort to prepare a course, as well as there is an additional amount of work associated with each student in the course. Thus, the compensation for a course with more than 7 students will be determined by the formula:

\[
4\text{-Unit Undergraduate Course Compensation} = 1,000 + (S)(200)
\]

Where \( S \) is the total number of students enrolled in a course with more than 7 students at the beginning of the third week of instruction. This will give a minimum course compensation of $2,600 for 8 students and a maximum course compensation of $6,000 for 25 students.

**3-Unit Undergraduate Offerings:** Two situations may arise, an offering that has an enrollment of 7 or fewer students at the beginning of the third week of instruction or a course with an enrollment of more than 7 students. For an offering with 7 or fewer students, the rate of compensation will essentially be the current rate of $225 per student. The current rate of $225 is equal to \( \frac{3}{4} \) of $300 or it is the prorated 4-unit rate. For a course with more than 7 enrollments, the rate of compensation will recognize that it does take a certain amount of effort to prepare a course, as well as there is an additional amount of work associated with each student in the course. Thus, the compensation for a course with more than 7 students will be determined by the formula:

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3\text{-Unit Undergraduate Course Compensation} = 750 + (S)(150)
\]
Graduate On-Line Courses

On the Main ULV Campus, the compensation for undergraduate courses and 3-unit graduate courses is essentially the same. Thus, for on-line 3-unit graduate courses, the instructor compensation will be exactly the same as the 4-unit undergraduate rate of pay. In addition, if there are ever any graduate courses that are 1 or 2-unit courses, they will be appropriately prorated using the 3-unit graduate compensation as a baseline. That is, a 2-unit graduate course will be compensated at 2/3 of the 3-unit graduate compensation and a 1-unit graduate course will be compensated at 1/3 of the 3-unit graduate compensation.

3-Unit Graduate Offerings: Two situations may arise, an offering that has an enrollment of 7 or fewer students at the beginning of the third week of instruction or a course with an enrollment of more than 7 students. For an offering with 7 or fewer students, the rate of compensation will be $300 per student. For a course with more than 7 enrollments, the rate of compensation will recognize that it does take a certain amount of effort to prepare a course, as well as there is an additional amount of work associated with each student in the course. Thus, the compensation for a course with more than 7 students will be determined by the formula:

\[
3\text{-Unit Graduate Course Compensation} = 1,000 + (S)(200)
\]

Where \( S \) is the total number of students enrolled in a course with more than 7 students at the beginning of the third week of instruction. This will give a minimum course compensation of $2,600 for 8 students and a maximum course compensation of $6,000 for 25 students.

3-Unit MBA On-Line Offerings On-Load by Full-Time Faculty: To-date, the MBA On-Line Program is the only program at the University in which full-time faculty teach on-line courses as part of fulfilling their regular full-time on-load teaching responsibilities. In order to recognize the additional contact time and effort that is required to teach an on-line course compared to an in-class course, the University will provide compensation to a full-time faculty member teaching an on-line course on-load. The compensation for teaching an on-line course on-load will be determined at a rate equal to 25\% of the rate for a 3-unit graduate course.

For an offering with 7 or fewer students, the rate of compensation will be (1/4)($300) per student, or $75 per student. For a course with more than 7 enrollments, the rate of compensation will recognize that it does take a certain amount of effort to prepare a course, as well as there is an additional amount of work associated with each student in
the course. Thus, the compensation for a course with more than 7 students will be determined by the formula:

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\text{3-Unit Graduate Course On-Load Compensation} = 250 + S(50)
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Where \( S \) is the total number of students enrolled in a course with more than 7 students at the beginning of the third week of instruction. This will give a minimum course compensation of $650 for 8 students and a maximum course compensation of $1,500 for 25 students.

In addition, if there are ever any on-load graduate courses that are 1 or 2-unit courses, they will be appropriately prorated using the 3-unit graduate on-load compensation as a baseline. That is, a 2-unit graduate course will be compensated at 2/3 of the 3-unit graduate on-load compensation and a 1-unit graduate course will be compensated at 1/3 of the 3-unit graduate on-load compensation.