

Procedures for Online Teaching

Faculty wishing to develop online course(s) must have the **written approval of the Department Chair** for development of that specific course. The course must be one that has **NOT** been developed previously. An email from the Chair to the Office of E-Learning is acceptable.

Faculty DEVELOPING course(s) **MUST** successfully complete the one-time WLU professional development program: **HILLTOPPER ON-LINE INSTITUTE (HOLI)** to receive approval to develop and receive compensation. Typically a course is approved for development once. Significant course revision may be eligible for compensation.

Faculty TEACHING a previously developed online courses **MUST** successfully complete the one-time professional development program: **HOLI II, prior to the start of the online teaching term.**

Online courses must be complete, formally reviewed, and approval received at least two weeks before the start of the term in which it will be offered. The review is based on the Quality Matters Rubric for online education. When a course is ready for review, an email should be sent by the instructor to the Chair and Office of E-Learning. Chairs may “visit” online courses during the term.

Online courses (100%) must be such that students **NOT** living in the West Liberty/Ohio Valley area may enroll and complete the course. Accommodations for formal summative assessments at remote locations may include proctored examinations with photo identification required.

All courses offered starting Fall 2009 are conducted in Sakai, our Learning Management System (LMS). Access is through <http://www.westliberty.edu/sakai>

Compensation for Online Teaching

There is **NO** compensation for teaching a web-supported course (less than 80% online). Distance Education courses are coded according to the amount of online work. (See *Distance Education Course Coding-Compensation*)

The online course fee must be assigned and collected if the course is taught online. WV-48s must be completed and approved PRIOR to starting any work for development or teaching.

Compensation for **Development** of a **new** 100% Online Course

- \$1000 (3 credit hour), \$750 (2 credit hour), \$500 (1 credit hour) starting Summer 2011 (was \$750/\$500/\$250)
- Compensation provided after the course has been formally evaluated / successfully reviewed)
- Course must meet Quality Matters expectations and be eligible for inclusion with the West Virginia Virtual Network
- Course is the intellectual property of West Liberty University
- **A WV-48 must be completed and approved prior to the start of development or teaching of any online course.**

Bonus compensation for **Teaching** any 80%+ or 100% Online Course is paid by invoice after the END of the term.

- The faculty member is compensated each time the online course is taught
- **Courses with fewer than 10 students may be subject to cancellation**
- **Compensation Schedule** is provided on next page. “Salary” for teaching as an adjunct or overload is paid by Provost’s Office.

Questions, need help, or courses ready for review? – Contact Ann Rose (arose@westliberty.edu) or X8432, Office of E-Learning

WEST LIBERTY UNIVERSITY ONLINE TEACHING COMPENSATION										
Revised October 2012		BONUS for Online Teaching -based on enrollment at end of term (all courses Spring 2013 and Summer 2013)					BONUS for Online Teaching -based on enrollment at end of term STARTING FALL 2013 for all courses taught online			
	Add'l. Salary	1 to 4	5 to 10	11-16	17+		1 to 4	5 to 10	11-16	17+
Full Time Faculty up to 12 cr. (reg load)										
- 1 cr., already developed	\$0	None	\$300	\$600	\$900		None	\$300	\$450	\$600
- 2 cr., already developed	\$0	None	\$600	\$900	\$1,200		None	\$450	\$600	\$900
- 3 cr., already developed	\$0	None	\$900	\$1,200	\$1,500		None	\$600	\$900	\$1,000
Full Time Faculty at 13 cr. + (overload)										
additional - 1 cr., already developed	Paid via WV-48 through Provost's Office	None	\$300	\$600	\$900		None	\$300	\$450	\$600
additional - 2 cr., already developed		None	\$600	\$900	\$1,200		None	\$450	\$600	\$900
additional - 3 cr., already developed		None	\$900	\$1,200	\$1,500		None	\$600	\$900	\$1,000
Adjuncts										
Adjunct Faculty - 1 cr., already developed	Paid via WV-48 through Provost's Office	None	\$300	\$600	\$900		None	\$300	\$450	\$600
Adjunct Faculty - 2 cr., already developed		None	\$600	\$900	\$1,200		None	\$450	\$600	\$900
Adjunct Faculty - 3 cr., already developed		None	\$900	\$1,200	\$1,500		None	\$600	\$900	\$1,000