

6.02 Faculty Compensation: To compensate faculty for the development of web-based courses at Sam Houston State University, the following strategy for compensation has been adopted:

- a. Faculty members should be encouraged to develop a website for each course they teach. The web site should include a course syllabus, a course outline, and a description of course assignments. The website should be updated prior to each semester that the course is offered. The faculty should not be compensated for this type of course enhancement.
- b. Faculty should be encouraged to develop Basic Online Courses (BOC). A brief proposal to develop a BOC should be approved by the appropriate departmental/school chair, the academic dean, and the Vice President for Academic Affairs (VPAA). Compensation per course for the completion of approved BOCs will be determined by the dean of the college, with preference of these rewards towards the development of BOCs associated with specific degree programs, specific distance learning needs, and continuing education.
- c. Faculty should be encouraged to develop Optimal Online Courses (OOC) or upgrade BOCs to OOCs. A brief proposal to develop an OOC or upgrade an existing BOC to an OOC should be approved by the department/school chair, the academic dean, and the VPAA. Compensation will be determined by the dean of the college for the completion of an upgrade of a BOC to an OOC. Faculty members are

currently compensated \$2,000 for the development of a Category IV Optimal Online Course.

- d. To compensate faculty for the instruction of online courses at Sam Houston State University, the following options for compensation are allowed (the option will be negotiated in advance between the academic dean, the department/school chair, and the faculty member):
  1. Faculty members could accept an online course as one course in a normal teaching load (standard minimum class size rules would apply, or
  2. Faculty members could receive a reduced teaching load during a regular semester once they have had a prearranged number of students complete their online course (the criteria for the actual number of students would be 75 percent of the normal class size for the same class when taught on-campus, with a pre-established minimum of 25 undergraduate students or 10 graduate students).
  3. Exceptions to this policy must be approved in writing by the Vice President for Academic Affairs.

## 7. CATEGORIES FOR ONLINE CLASSES

7.01 During negotiations with the chair and dean, the faculty member will select for each online class one of the categories listed below:

a. *Category 1 – Totally Faculty or Staff Generated*

1. Description of Individual and University Contribution: The work resulted from an individual's efforts on his own personal time without any direct support from or through SHSU and without the use of any SHSU resources beyond those normally provided by the University.

2. Ownership and Compensation: The individual owns all intellectual property, may receive external compensation for work, and retains distribution rights.

*b. Category II – Minimal University Resources*

1. Description of Individual and University Contribution: The work resulted from the individual's efforts with minimal resources above and beyond those normally provided.

2. Ownership and Compensation: The individual owns intellectual property and has the right to distribute the work. The individual may receive compensation for any distribution outside the university course delivery. The University has a nonexclusive educational license to use the work as part of SHSU course delivery. In such case, the faculty member will be compensated at a rate pre-negotiated with the Vice President for Academic Affairs or as otherwise agreed to by the University and the faculty member.

*c. Category III – Substantial University Resources are Provided*

1. Description of Individual and University Contribution: The work resulted from the individual's efforts with substantial University resources above and beyond those normally provided.

2. Ownership and Compensation: The individual and the University jointly own the intellectual property and have the right to distribute it and jointly share compensation for any distribution outside the University course delivery. The University has a nonexclusive educational license to use the work as a part of SHSU course delivery. In such case, the faculty member will be compensated at a rate pre-negotiated with the University. The University also has a nonexclusive commercial license to market the course outside the University. If licensed for commercial purposes either by the Vice President for Academic Affairs or the faculty member, the University and the faculty member(s) will each receive a percentage of the royalty as negotiated.

*d. Category IV – Work Made for Hire – University Assigns Duty to Faculty or Staff Member to Develop a Work*

1. Description of Individual and University Contribution: An employee of the University was contracted to develop a specific product. The University provided all resources for the work. The work was carried out totally as a part of the faculty or staff member's assigned time.

2. Ownership and Compensation: The University owns all intellectual property, has an exclusive educational and commercial ownership, and has license authority. The faculty or staff member is not entitled to payment of royalty.

e. *Category V – Faculty Member Uses Own Work as Part of Course Offering at SHSU*

1. Description of Individual and University Contribution: The faculty member is using a work that he/she created as part of teaching at SHSU.

2. Ownership and Compensation: Ownership will be determined by categories I through IV. There will be no extra compensation beyond normal teaching compensation for use of the work.

8. This policy will be periodically reviewed. The University reserves the right to place a prominent disclaimer on any course.

APPROVED: \_\_\_\_\_/signed/  
James F. Gaertner, President

DATED: \_\_\_\_\_ 04/14/03