

POLICY MEMORANDUM NO. 215

TO: All Faculty
FROM: Charles W. Steger
DATE: September 6, 2001
SUBJECT: Faculty Compensation for Credit Continuing Education Courses

Approved with revisions by the Commission on Faculty Affairs: September 17, 1999
Approved by the Board of Visitors: August 25, 1999 and August 27, 2001
Effective: Immediately

The University Council, on recommendation of the Commission on Faculty Affairs, approved a resolution concerning faculty compensation for credit continuing education courses.

Following is the text of the resolution as adopted by the Board of Visitors.

WHEREAS, Virginia Tech's mission and goals include increasing outreach, continuing education, and distance learning activities to serve the workforce and professional development needs of business and industry, government, organizations, and individuals; and

WHEREAS, increasing outreach activities without any significant increase in the number of faculty members will require appropriate incentives, in this case, payment for teaching CREDIT continuing education courses, as is currently allowed for NON-CREDIT continuing education coursework; and

WHEREAS, the Board previously approved a pilot program providing additional compensation for credit continuing education coursework when delivery of the course was certified by the department head as in addition to a faculty member's usual responsibilities of teaching, research, and service; and

WHEREAS, for the purposes of this policy, credit continuing education courses are those delivered off-campus either on-site or via distance learning for which a special revenue source has been identified that supports course delivery expenses including additional faculty compensation. Usually this is a contract with a business or organization, or other mechanism established by the university appropriate for this purpose; and

WHEREAS, the guidelines developed during the pilot phase now need to be formally adopted as university policy;

THEREFORE BE IT RESOLVED, that the following policy guidelines be adopted to authorize and manage faculty compensation for credit continuing education coursework:

- Overload responsibilities undertaken for supplemental compensation may be assumed only when the intended task is clearly outside normal responsibilities of the individual as determined by the appropriate department head and academic dean; when the conduct of the task is clearly in the best interest of the University; when the individual is

eminently qualified to undertake the task; and when such an overload is included within the overall time limitations of the consulting policy. Continuing projects, or projects occupying an identifiable amount of time longer than a semester or more, should be arranged on a released-time basis. All overload commitments undertaken for supplemental compensation must have the prior approval of the department head and academic dean.

- Overload compensation will only be approved in cases involving credit instruction at a remote site or via distance learning. That is, a) where the faculty member is required to travel away from his or her home base to an off-campus location, or b) the faculty member is delivering a program to students at one or more off-campus locations through distance learning-technology, whether the instruction is delivered in a synchronous or asynchronous mode.
- There should be no expectation that coursework currently taught on-load which requires a faculty member to travel to another location to teach, or for which the faculty member is delivering the program via distance learning-technology, would automatically be considered for overload compensation. Determination of the faculty member's assignment is the responsibility of the department head and dean. Distance-learning instruction and teaching at off-campus sites are appropriate on-load assignments which faculty members are expected to fulfill without additional compensation.
- Faculty members are not required to accept overload assignments for credit continuing education instructional activities.
- Faculty compensation shall be determined as part of the budget development and contract negotiation process and may vary based on discipline, level of expertise, effort required, group size, number of credits, and other factors usually considered in setting compensation for continuing education programming. The level of compensation requires the approval of the department head and dean as is customary with special payments for continuing education instruction. P-14 payments for credit continuing education coursework also require the approval of the Associate Provost for Academic Administration. Contracts with businesses or organizations, or other approved revenue sources, are expected to cover the full cost of such faculty compensation.
- The department head is responsible for the fair and appropriate assignment of overload credit coursework to faculty members in the department.
- Responsibilities and assignments of faculty earning additional compensation will be monitored by department heads and deans to assure equity and appropriateness.

Limitations on Earnings and Effort:

- Faculty members on calendar-year appointments may earn up to an additional 33 1/3% during the 12-month period June 25 through June 24 through teaching non-credit programs administered through the University, through teaching an eligible credit continuing education course on overload, and/or through participation in a technical assistance agreement. Similarly, faculty members on academic-year (AY) appointments may earn up to an additional 33 1/3% of their AY salaries DURING the academic year through these approved activities. Earnings during the summer FROM ALL UNIVERSITY SOURCES, including those cited above, summer school teaching, and sponsored research, are capped at 33 1/3% of the prior year AY salary.
- The consulting policy sets the institutional maximum on the number of days that a faculty member can spend in approved, paid professional activity while on salary. All approved activity -- consulting, technical-assistance agreements, credit continuing education coursework, and non-credit continuing education -- must stay within the consulting policy guidelines of one day per week or no more than five days in a five-week period. Six contact hours constitutes the equivalent of one consulting day.
- Any exceptions must be approved by the department head, dean, and Provost.

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