

**School of Biomedical Sciences  
Distance/Online Education Faculty Incentive Guideline**

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**1. Purpose**

The purpose of the SBS distance/online education faculty incentive guideline is to provide compensation to faculty members who develop courses and programs necessary for their online deployment of through the School. This guideline will apply to faculty members who develop and teach courses for inclusion in micro-credentials, certificate programs, Specialized Master’s Programs, Traditional Master’s and Doctoral programs in SBS, and/or participate in the development and deployment of new SBS courses or degrees. To maintain alignment and focus on the SBS strategic goals, the development of specific courses must be coordinated through the Education Council with the agreement of the faculty member’s department chair and the Dean of SBS prior to the commencement of course development or conversion. All online course development will be performed with the Division of Academic Innovation participation and have prior approval from the chair, Dean, and Education Council.

**2. Application of policy**

For the purpose of this guideline, the intellectual property rights of faculty for online course converting/developing and teaching will be considered as Online Courseware as described in HSC Policy 08.103 (Intellectual Property ). Development of online courses must adhere to HSC Policy 6.110 (Distance Education and Course Development). All faculty must also complete the “Introduction to Online Teaching” course offered by the HSC Division for Academic Innovation.

Under this SBS guideline, an incentive payment will be authorized for faculty who convert/develop and teach courses offered in an 8-week online format. The compensation a faculty member will receive for online course development and teaching is as follows:

Converting or developing an 8-week online format course for the first time and completing the Quality Matters peer review process; this is a one-time payment for a given online course.	\$2,000/SCH
Teaching a course previously converted to the 8-week online format each time it is offered.	\$500/SCH

The incentive compensation for online course development and teaching activities involving multiple faculty will be split evenly among those involved. SBS undergraduate faculty hired for this purpose are ineligible for incentives from courses developed and taught in the

online Bachelor's degree in Biomedical Sciences. However, these faculty are eligible for incentives from graduate courses that are developed and delivered.

Compensation activities will be categorized in Faculty Compensation and Workload documents under incentive pay, based on one-time, non-recurring strategic incentives dollars defined as the Component "D" salary and distributed at the completion of the course converted or taught. Adjunct faculty members are not eligible for this incentive. Incentive payments are contingent on the availability of funds. If SBS experiences an increase or decrease in budget within the fiscal year, the Dean can amend or repeal these guidelines.

Faculty who meet the eligibility requirements are allowed incentive payments only during the fiscal year in which compensation activities occur.

### **3. Administrative Responsibility**

The Executive Director of Student and Academic Services is responsible for validating the compensation activities of faculty. The SBS Finance Team members are responsible for administering the Distance/Online Education Faculty Incentive Program for departments.