

GUIDELINES FOR INCENTIVE COMPENSATION FOR FACULTY

The following guidelines have been developed so that incentive compensation provided to regular faculty for teaching courses may be used to assist Southeastern fulfill its commitments outlined in the strategic goals embedded in Vision 2015 and its mission; incentive compensation will not be available to adjunct faculty unless extenuating circumstances are provided. These guidelines will be implemented for the 2010-2011 academic year (Summer 2010, Fall 2010, and Spring 2011). The Guidelines and funding levels have changed from previous years due to changes in the funding allocation as well as adjusting the program after reviewing expenditures during its first full year of implementation. To expedite the process, it would be in the best interest of faculty members for the Department Chair and Dean of the Academic School to provide a justification for the incentives on the Calculation Form for Incentive Compensation using the guidelines listed below; those with inadequate justification will be returned to the Department Chair. Overload courses still may be taught without sufficient justification for incentive compensation but compensation will be based on the scheduled salary at adjunct rate (see attachment Temporary and Supplemental Salary Schedules 2010-2011). This is the first comprehensive attempt to link incentive compensation to strategic planning and the guidelines will evolve with time.

For a regular faculty member to receive incentive compensation, one or more of the following criteria must be met within at least one of the six categories (Outreach and Distance Education; Significant Course Upgrade; Unexpected Reassignment; Bachelor of General Studies; Recruitment and Retention of Faculty; Other Justifications). Some incentives are applicable to courses that are taught in-load or as an overload. **Other incentives only are available for those courses taught as an overload and these criteria will be identified in the document.** Criteria within and among categories are not mutually exclusive and the justification should identify areas of overlap. A maximum of \$2,000 in incentive compensation may be earned per course above the scheduled salary at adjunct rate. Please review the ***Process for completing Calculation Form for Incentive Pay on page 8*** before submitting requests. Please remember that incentive pay is not the same as pay received for teaching an overload. Requests for incentive compensation will be evaluated and either approved or denied as soon as possible (hopefully, no later than the first Monday in December, May, and August for Fall, Spring, and Summer Semesters, respectively). **Requests for incentive compensation must be submitted on the attached Calculation Form for Incentive Compensation for the current academic year (Page 7) and received by the Dean, School of Graduate and University Studies, by no later than two weeks after the drop/add period for the course (applicable to all start times).**

OUTREACH AND DISTANCE EDUCATION

Rationale

Southeastern has aggressively renewed its effort to better meet the needs of individuals in the region by providing courses and/or programs at sites other than the Durant campus (defined as AHEC [or alternative sites], McAlester, Grayson County, and McCurtain County). Delivery of these courses and/or programs present unique challenges, both in scheduling and overhead costs, compared to those offered only on the main campus. To develop better relationships with the students being served at remote sites, every consideration and effort will be made not to cancel the course once it has been scheduled. Furthermore, it would not be prudent to close classes during this critical time of relationship building at our outreach sites; therefore, additional incentives are provided for large enrollments at

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remote locations. To remain competitive in today's technological society with other institutions of higher education, Southeastern also must develop and maintain a set of appropriate courses and/or programs to be delivered by web-based or IETV instruction. The development and delivery of such courses are labor intensive and this category provides incentives for faculty effort in this area.

Criteria

At least one of the following criteria must be met:

- At least 20 students enrolled in the course; at least 10 must be enrolled at remote sites (after last day to drop/add),
- Course delivery originates at a remote site, or
- Other efforts related to outreach activities completed by faculty.
- Course is 100% online (web-based),
- Course is 100% IETV, or
- Course is blended (hybrid; 51-99% online or 51-99% IETV)

Incentive Compensation

- \$100 per semester hour **overload** (maximum of \$500 per course) for **IETV, web-based, or blended course**.
- \$50 per student at all remote sites from the 3rd through 14th student ($[\text{Number at remote sites} - 2 = ____] \times \$50 = \text{incentive amount}$); maximum of \$600 (12 students) for **in-load or overload IETV course**.
- \$300 per **in-load** course for **100% IETV**
- \$50 per student at all remote (outreach) sites from the 3rd through 14th student ($[\text{Number at remote sites} - 2 = ____] \times \$50 = \text{incentive amount}$); maximum of \$600 (12 students) for **overload assignments that are web-based or a blended course**.
- Trips to outreach sites with of minimum of 5 students at site (\$40 per trip; maximum of 8 trips per course; faculty member must file travel claim for mileage reimbursement).

Follow-Up Required

- Faculty—Must submit course roster(s) that include(s) numbers enrolled at outreach sites.
- Administration— Academic Affairs Office will verify the total enrollment and numbers enrolled at remote sites after the last day to drop/add.

SIGNIFICANT COURSE UPGRADE

(Also includes Change in Course Delivery and Assessment of Student Learning)

Rationale

Courses and/or programs are often modified to improve student learning as a result of the continuous feedback loop of assessment. On occasion, however, a course must be **substantially** upgraded to incorporate new discoveries, changes in teaching methodologies, integrate contemporary technologies, or include new strategic initiatives. This category provides a mechanism to reward faculty for their time and effort in making significant changes to a course (>50% of course changed).

Furthermore, to be competitive in the evolving educational landscape, Southeastern must explore different methods to deliver courses and/or programs. Attention and effort must be given by faculty and administration to ensure that changes in delivery methods do not negatively impact student learning. This provides rewards to faculty that put in the extra time and effort to change the delivery method of a course.

Student learning may be improved as the result of a continuous feedback loop of assessment. As new courses and/or programs are developed, existing course and/or programs are modified, or strategic initiatives are embedded into courses and/or programs, new assessment instruments and protocols must be developed to accurately monitor the effectiveness of such activities. This category rewards faculty for the time and effort it takes to develop innovative and effective assessment instruments and protocols.

Criteria

At least one of the following criteria must be met:

- Significant modifications made to learning outcomes and course content,
- Major changes made in teaching methodologies,
- Integration of contemporary technologies into the course activities,
- Substantial changes to course that assist the University meet strategic initiatives,
- Change in course delivery (e.g., face-to-face to IETV or web-based; IETV or web-based to blended format), or
- Substantially modify existing or develop new methods/protocols to assess student learning at the discipline level.

Incentive Compensation

- \$300 per course (one-time compensation at end of semester taught)

Follow-Up Required

- Faculty—must submit letter/e-mail to Department Chair summarizing how the course was upgraded, delivery format was changed, or assessment protocols improved.
- Administration—Department Chair evaluates whether course upgrades were “significant” and implemented during semester and then forwards recommendation to Dean of School by no later than the first Monday in November (Fall Semester), April (Spring Semester), July (Summer Semester) who then forwards recommendation to Academic Affairs Office.

UNEXPECTED REASSIGNMENT TO COURSE

Rationale

Unforeseen events occur and last minute changes must be made to course assignments and other responsibilities of faculty. This category allows faculty to be rewarded for the time and effort necessary to develop and deliver a new course on **short notice**. **Teaching a new course does not automatically qualify you for this incentive**, especially if you have known about it for a period of time (e.g., it was in the schedule when pre-enrollment started).

Criteria

At least one of the following criteria must be met:

- Faculty member reassigned to teach one or more courses due to an unexpected change in departmental staffing, or
- Other types of unexpected reassignment of responsibilities.

Incentive Compensation

- \$600 per course if faculty member has not taught course
- \$300 per course if faculty member has not taught course in last 12 months
- \$200 per course if faculty member has taught course in last 12 months

Follow-Up Required

1. Faculty—must provide Department Chair with date when he/she last taught course
2. Administration—none

BACHELOR OF GENERAL STUDIES

Rationale

The BGS program was developed to provide innovative ways to better serve adult-learners and returning students. Many of these students are employed or have other obligations that preclude them from being traditional students. To develop and deliver courses that serve these populations require additional time and effort by faculty.

Criteria

At least one of the following two criteria must be met:

- At least 20 students enrolled in the course; at least 10 must be enrolled at remote sites (after last day to drop/add),
- Innovative methods to assess student learning as it relates to the goals and learning outcomes of the BGS, or
- Other activities of faculty that assist development of the BGS program.

Incentive Compensation

- \$100 per semester hour **overload** (maximum of \$500 per course)
- \$300 per course to convert to 4-week or 8-week block format (one-time compensation)

Follow-Up Required

- Faculty—must submit memorandum/e-mail that details effort for the 3rd and 4th criteria to Department Chair who then forwards recommendation to the Dean, School of Graduate and University Studies.
- Administration—Academic Affairs Office will verify the total enrollment and numbers of BGS majors after the last day to drop/add.

RECRUITMENT AND RETENTION OF ADJUNCT FACULTY

Rationale

There may be shortages of qualified adjunct faculty in certain disciplines and markets. In such instances, it may be necessary to provide additional incentives above the base adjunct salary to recruit and retain qualified adjunct faculty, especially if other higher education entities are competing for these same individuals.

Incentive Compensation

- Market-value up to \$1,600 per semester

Follow-Up Required

- Department Chair must submit memorandum that details why incentive compensation is justified (e.g., high demand area; shortage of qualified faculty; salary offered by competing institutions) who then forwards the recommendation to the Office of Academic Affairs.
- Administration—the Office of Academic Affairs will verify the justification and process the request with the Employee Transaction Form.

OTHER JUSTIFICATIONS

Rationale

The development of these new guidelines for incentive compensation will be an evolutionary process; modifications will be made to best meet the needs of students, faculty, and the University. The function of the “Other” category is to provide faculty an opportunity to request incentive compensation for efforts not described above and represents possibilities for development of future incentive categories.

Criteria

The standard by which the request for incentive compensation will be evaluated is how, and to what level, does the course further Southeastern’s effort to accomplish Vision 2010 and fulfill its mission.

Incentive Compensation

- Variable (\$200 to \$600 per course) and dependent on activities of faculty (one-time compensation)

Follow-Up Required

- Faculty—must submit memorandum/e-mail to Department Chair that details activities; Chair forwards recommendation to Dean of the School who then submits recommendation to Academic Affairs Office.
- Administration—none

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Calculation Form for Incentive Pay (FY 2011—Summer & Fall 2010; Spring 2011)

Name: _____ I.D. Number: _____ Course Number/Title: _____

Justification (attach documents if necessary; see policy guidelines):

Dept. Chair: _____ Date: _____ Dean of Sch. _____ Date: _____

Acad. Affairs: _____ Date: _____ Exec. VPAA: _____ Date: _____

Category	Description	Maximum Amount	Total Request
Outreach and Distance Learning	\$100 per semester hour overload for IETV, web-based, or blended course	\$500	
	Enrollment incentive ([# enrolled at outreach sites – 2] X \$50) for in-load or overload IETV course	\$600	
	Enrollment incentive ([# enrolled at outreach sites – 2] X \$50) for overload web-based or blended course	\$600	
	100% IETV course taught in-load	\$300	
	Trips to outreach sites (\$40 per trip; maximum of 8 trips); both in-load & overload ; (must file travel claim for mileage reimbursement)	\$320	
Significant Course Upgrade	Changes to content, teaching style, technology integration, delivery format, assessment protocols, or strategic alignment (one-time incentive)	\$300	
Unexpected Reassignment	New course to faculty member	\$600	
	Faculty member has not taught course in the last 12 months	\$300	
	Faculty member has taught course in the last 12 months	\$200	
BGS	Enrollment of ≥ 10 BGS/BAAS majors (# hours overload X \$100)	\$500	
	Change in course format to either 8-week or 4-week schedule (one-time incentive)	\$300	
Recruit & Retain Faculty	Difficult to recruit & retain qualified faculty in discipline due to shortages and/or competition	Up to \$1,600	
Other Justifications	Efforts not listed above (may be used to develop new incentive categories; one-time incentive)	\$200-600	
Total Request			

Note—Compensation for overloads will be at the adjunct rate and typically paid in 4 checks during the semester. A request for incentive compensation does not guarantee payment; after the request is approved by all pertinent offices (see guidelines), incentive compensation will be authorized in a single check.

Prepared by: _____ Date: _____

Process for completing Calculation Form for Incentive Pay

(Please note that a request for incentive compensation does not guarantee payment)

I. In-load Course

a. IETV Course

- i. Do not submit transaction form
- ii. Submit Calculation Form for Incentive Compensation by no later than 2 weeks after the last day to drop/add a course (applies to all start times)
 1. Qualifies for \$300 incentive (Outreach and Distance Learning Category; must be included on Calculation Form)
 2. Do not submit the old IETV Supplement Form.
 3. See Calculation Form to determine other incentives also are applicable
 4. This payment will be in one check at the end of the semester.

b. All other types of course delivery

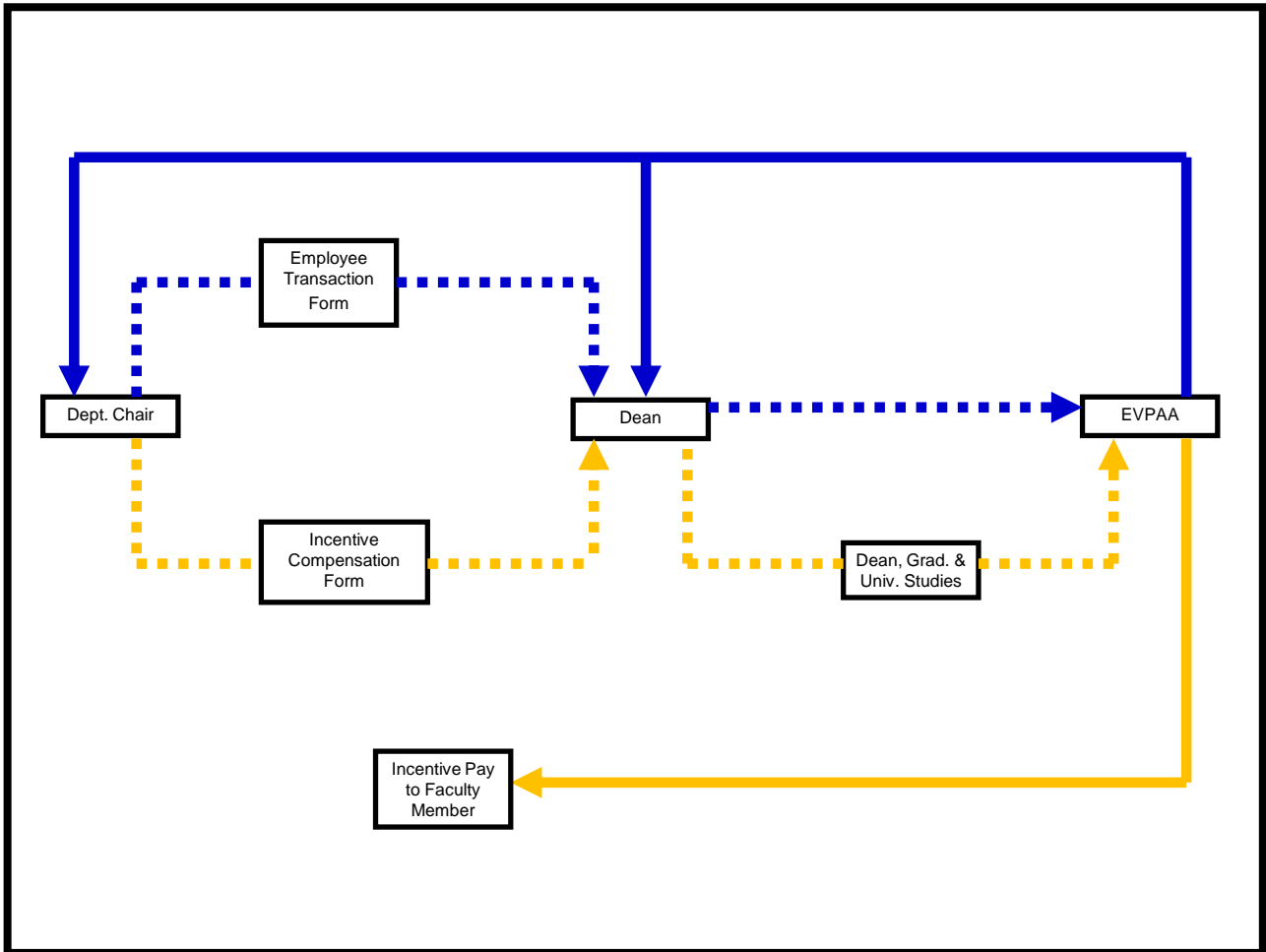
- i. Do not submit transaction form
- ii. If requesting incentive compensation, submit Calculation Form for Incentive Compensation by no later than 2 weeks after the last day to drop/add a course (applies to all start times)
 1. See Calculation Form to determine incentives
 2. This payment will be in one check at the end of the semester

II. Overload Course (any type of delivery—face to face; IETV, web-based, blended)

a. All types of course delivery

- i. Submit Employee Transaction Form at start of semester; amount based only on adjunct rate posted on Temporary and Supplemental Salary Schedule
 1. Do not include amount for incentives on Employee Transaction Form
 2. Please note that any salary above the adjunct rate must be listed on a Calculation Form for Incentive Compensation and not on the Employee Transaction Form (rates higher than those listed must be approved by Academic Affairs prior to offer).
 3. This payment typically will be in 4 checks during the regular semester (other payment schedules will be used for block, summer, or intersession courses)
- ii. If requesting incentive compensation, submit Calculation Form for Incentive Compensation by no later than 2 weeks after the last day to drop/add a course (applicable to all start times)
 1. See Calculation Form to determine incentives
 2. This payment will be in one check at end of semester

Flow Chart for Employee Transaction Forms (Supplemental) and Incentive Compensation Forms



**TEMPORARY AND SUPPLEMENTAL
SALARY SCHEDULES
2010-2011**

SUPPLEMENTAL SALARY (per semester per credit hour taught) (paid in four checks)					
	On-Campus	Interim On Campus	Ardmore	Idabel	McAlester or Extension
Over-Load	<u>Per Degree Held</u> Bach.= \$450 Mast.= \$550 Doc.= \$700	<u>Per Degree Held</u> Bach.= \$450 Mast.= \$550 Doc.= \$700	<u>Per Degree Held</u> Bach.= \$450 Mast.= \$550 Doc.= \$700	<u>Per Degree Held</u> Bach.= \$450 Mast.= \$550 Doc.= \$700	<u>Per Degree Held</u> Bach.= \$450 Mast.= \$550 Doc.= \$700
In-Load	See Calculation Form for Incentive Pay				
MAY AND SUMMER INTERIM PAY FOR FULL-TIME AND TEMPORARY FULL-TIME FACULTY					
Regular faculty who teach one course (3 or 4 credit hours) will receive 1/9 of their base (9 month) salary. Faculty who teach two courses will receive 2/9 of their base salary. <i>Ex: \$45,000.00/9 = \$5,000.00 for one 3 or 4 hour course or \$10,000.00 for two 3 hour courses or 6 hours maximum</i>					
ADJUNCT (per semester per credit hour taught) (paid in four checks)					
Degree Held	On-Campus	Ardmore	Idabel	McAlester or Extension	OKCCC or Tinker Aviation Courses
Bachelor's	\$450	\$450	\$450	\$450	\$3500 per course
Master's	\$550	\$550	\$550	\$550	\$3500 per course
Doctorate	\$700	\$700	\$700	\$700	\$3500 per course
GRADUATE ASSISTANT (per academic year)					
\$5,000 (paid in 10 checks, August-May) Graduate Assistants may also be employed semester by semester.					