



## POLICY & PROCEDURE DOCUMENT

NUMBER: 1.2131  
DIVISION: Academic Affairs  
TITLE: Faculty Compensation for Teaching On Demand Courses  
DATE: June 1, 2015  
REVISED: March 7, 2022  
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### I. Purpose and Scope

Western Kentucky University continually strives to improve student access and flexibility to higher education. Rolling enrollment and personalized distance learning has been a part of course offerings at WKU since 1920. Distance education has kept pace with the use of technologies to provide platforms, software, and services for instructors and students to interact, collaborate, teach, and learn at a distance. WKU On Demand (formerly termed Independent Learning) distance education courses are offered in a non-semester/session-based format to allow students to register and begin course work any business day of the year. This policy provides a process and set of guidelines for faculty compensation for non-semester/session-based personalized learning activities and provides guidelines for workload effort for non-full-time faculty teaching On Demand courses.

### II. Policy

- 1) Compensation for teaching On Demand courses is calculated on a per student basis, at rates reviewed and revised periodically by the Office of the Provost and Division of Academic Affairs.
- 2) According to Policy 1.209V, full-time faculty teaching On Demand courses is considered "outside of effort," and therefore is not included in full-time faculty workload calculations.
- 3) Workload effort for instructors who are not full-time
  - a. *Transitionally retired and retired faculty:* For retirement benefit calculation purposes, retired faculty members may return to teaching in accordance with Policy 0.690V. *Faculty Transitional Retirement Program.*
  - b. *Part-time instructors:* For purposes of establishing benefit eligibility, part-time instructors

may teach On Demand courses according to a workload calculation based on credit hours.

- c. Part-time instructors and retired faculty (including emeritus) are eligible to teach On Demand courses as part of an overall workload that may include other forms of faculty work (e.g., course development, non-credit training, and internal grant participation).
- d. Full-time WKU Staff must receive permission from their immediate supervisor prior to being assigned to teach part-time. Full-time WKU Staff teaching assignments must adhere to the guidelines outlined in Policy 1.5171 Full-time Staff Teaching Assignments.

### **III. Procedure**

*For instructors with part-time status, 0.067 credit hour taught per term per student enrollment will be recorded for payroll purposes.*

1. For emeritus and retired faculty, teaching On Demand students will count at a rate of 0.067 credit hour taught per term per student enrollment for the purposes of reporting to Teachers' Retirement System of Kentucky.
2. The Office of Distance Learning will track enrollments and compensation and is responsible for payroll initiation and reporting to Human Resources.

### **IV. Related Policies**

Policy 1.209V Faculty Workload and Compensation  
Policy 1.517V Full-time Staff Teaching Assignments

### **V. Reason for Revision**

March 2022

Non-substantive revisions resulting from fifth-year review in accordance with Policy 0.000V.