

## GUIDELINES FOR INCENTIVE COMPENSATION FOR FACULTY

The following guidelines were developed to provide incentive compensation to **regular faculty** for activities that assist Southeastern fulfill its mission and commitments outlined in the strategic goals embedded in Vision 2015. Please note that incentive compensation is not typically available to adjunct faculty unless extenuating circumstances are provided. These guidelines have been amended for the 2014-15 academic year (Summer 2014, Fall 2014, and Spring 2015). 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 previous expenditures. To expedite the process, it would be in the best interest of faculty members for the Department Chair and Executive Dean for Academic Affairs 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 pg. 8; Temporary Supplemental Salary Schedules 2014-15).

For **regular faculty** 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 Science in Liberal and Applied 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. **Incentive pay is not available for faculty teaching an overload assignment and being compensated above the supplemental salary schedule listed on page 8 for the overload. Likewise, incentive compensation is not available to adjunct faculty being compensated above the normal rate.**

Please review the ***Process for completing Calculation Form for Incentive Pay on page 6*** 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 at the end of each semester. **Requests for incentive compensation must be submitted on the attached Calculation Form for Incentive Compensation for the current academic year (Page 5) and received by the Office of Academic Affairs by no later than three 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 locations other than the Durant campus. Delivery of these courses and/or programs present unique challenges, both in scheduling and overhead costs, compared to those offered on the main campus. To develop better relationships with the students being served at additional locations, incentive compensation is structured to promote such interactions. Further, to remain competitive in today's technological society with other institutions of higher education, Southeastern also must develop and maintain a set of appropriate distance education courses and/or programs. 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 course; at least 10 enrolled at remote sites (after last day to drop/add),
- Face-to-face delivery of course at additional location,
- Other efforts related to outreach activities completed by faculty.

## Incentive Policy for Summer & Fall 2014 and Spring 2015—8 August 2014

- Course is 100% online (web-based),
- Course is 100% IETV, or
- Course is blended.

### Incentive Compensation

- \$300 per credit hour (1 hour = \$300; 2 hours = \$600; 3 hours = \$900) for courses taught **exclusively face-to-face** at an outreach location (site must not be faculty member's official duty station).
- \$100 per semester hour **overload** (maximum of \$300/course) for **IETV, web-based, or blended course**.
- \$50 per student at remote sites from the 3<sup>rd</sup> through 14<sup>th</sup> student ( $[\text{Number at remote sites} - 2 = \_\_] \times \$50 =$  incentive); maximum of \$600 (12 students) for **in-load/overload IETV course or overload online course**.
- \$300 per **in-load** course for **100% IETV**
- Trips to outreach sites with of minimum of 5 students at site (\$40 per trip; maximum of 15 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 will verify students 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 mode of course delivery, or
- Substantially modify existing or develop new methods to assess student learning at the discipline level.

**Incentive Compensation**

- \$200 per course (one-time compensation at end of semester taught)

**Follow-Up Required**

- Faculty—must submit request to Department Chair summarizing how the course was upgraded, delivery format was changed, or assessment protocols improved.
- Administration—the Chair evaluates whether implemented course upgrades were “significant” and forwards recommendation to the Executive Dean for Academic Affairs who then forwards it to Academic Affairs.

**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**

- \$200 per course if faculty member has not taught course

**Follow-Up Required**

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

**BACHELOR OF SCIENCE IN LIBERAL AND APPLIED STUDIES**

**Rationale**

The Bachelor of Science in Liberal and Applied Studies (formerly 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 addition 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,
- Developed innovative methods to assess student learning in the BSLAS, or
- Other activities of faculty that assist development of the BSLAS program.

**Incentive Compensation**

## Incentive Policy for Summer & Fall 2014 and Spring 2015—8 August 2014

- \$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 request that details effort regarding the criteria to Department Chair and Executive Dean for Academic Affairs.
- Administration—Academic Affairs Office will verify the total enrollment and numbers of BSLAS majors.

## RECRUITMENT AND RETENTION OF ADJUNCT FACULTY

### Rationale

There may be shortages of regular faculty in certain disciplines and markets and well qualified adjuncts must be hired. 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 pay is not available for faculty teaching an overload assignment and being compensated above the supplemental salary schedule listed on page 8.**

### Incentive Compensation

- Market-value up to \$1,500 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) to the Executive Dean for Academic Affairs who then forwards the recommendation to the Office of Academic Affairs.
- Administration—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 2015 and fulfill its mission.

### Incentive Compensation

- Variable (up to \$500 per course) and dependent on activities of faculty (one-time compensation)

### Follow-Up Required

- Faculty—must submit request to Department Chair that details activities; Chair forwards recommendation to Executive Dean for Academic Affairs who then submits recommendation to Academic Affairs.
- Administration—none

**Incentive Policy for Summer & Fall 2014 and Spring 2015—8 August 2014**

**Calculation Form for Incentive Pay (FY 2014—Summer & Fall 2014; Spring 2015)**

Name: \_\_\_\_\_ Official Duty Station: \_\_\_\_\_ Course Prefix & Number: \_\_\_\_\_

Justification (attach documents if necessary; see policy guidelines):
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Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Exec. Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Acad. Affairs: \_\_\_\_\_ Date: \_\_\_\_\_ VPAA: \_\_\_\_\_ Date: \_\_\_\_\_

Category	Description	Maximum Amount	Total Request
<b>Outreach and Distance Education</b>	\$300 per credit hour (e.g., 1 hour = \$300; 2 hours = \$600; 3 hours = \$900) for courses taught exclusively <b>face-to-face</b> at an outreach location (site must not be faculty member's official duty station).	<b>Up to \$1,500</b>	
	\$100 per semester hour <b>overload</b> for IETV, web-based, or blended course (credit hours X \$100)	<b>Up to \$300</b>	
	Enrollment incentive ([# enrolled at outreach sites – 2] X \$50) for <b>in-load/overload IETV or overload online course</b>	<b>Up to \$600</b>	
	100% IETV course taught <b>in-load</b>	<b>\$300</b>	
	Trips to outreach sites (\$40 per trip; maximum of 15 trips); both <b>in-load &amp; overload</b> ; (must file travel claim for mileage reimbursement)	<b>Up to \$600</b>	
<b>Significant Course Upgrade</b>	Changes to content, teaching style, technology integration, delivery format, assessment protocols, or strategic alignment (one-time incentive)	<b>\$200</b>	
<b>Unexpected Reassignment</b>	New course to faculty member	<b>\$200</b>	
<b>BSLAS</b>	Enrollment of ≥ 10 BSLAS majors (# hours overload X \$100)	<b>\$500</b>	
	Change in course format to either 8-week or 4-week schedule (one-time incentive)	<b>\$300</b>	
<b>Recruit &amp; Retain Faculty</b>	Difficult to recruit & retain qualified faculty in discipline due to shortages and/or competition	<b>Up to \$1,500</b>	
<b>Other Justifications</b>	Efforts not listed above (may be used to develop new incentive categories; one-time incentive)	<b>Up to \$500</b>	
<b>Total Request</b>			

**Note—Compensation for overloads will be at the adjunct rate and typically paid in 4 checks during the semester; this requires a separate Employee Transaction Form (do not include incentive pay on the ETF). 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: \_\_\_\_\_

## Incentive Policy for Summer & Fall 2014 and Spring 2015—8 August 2014

### 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 3 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

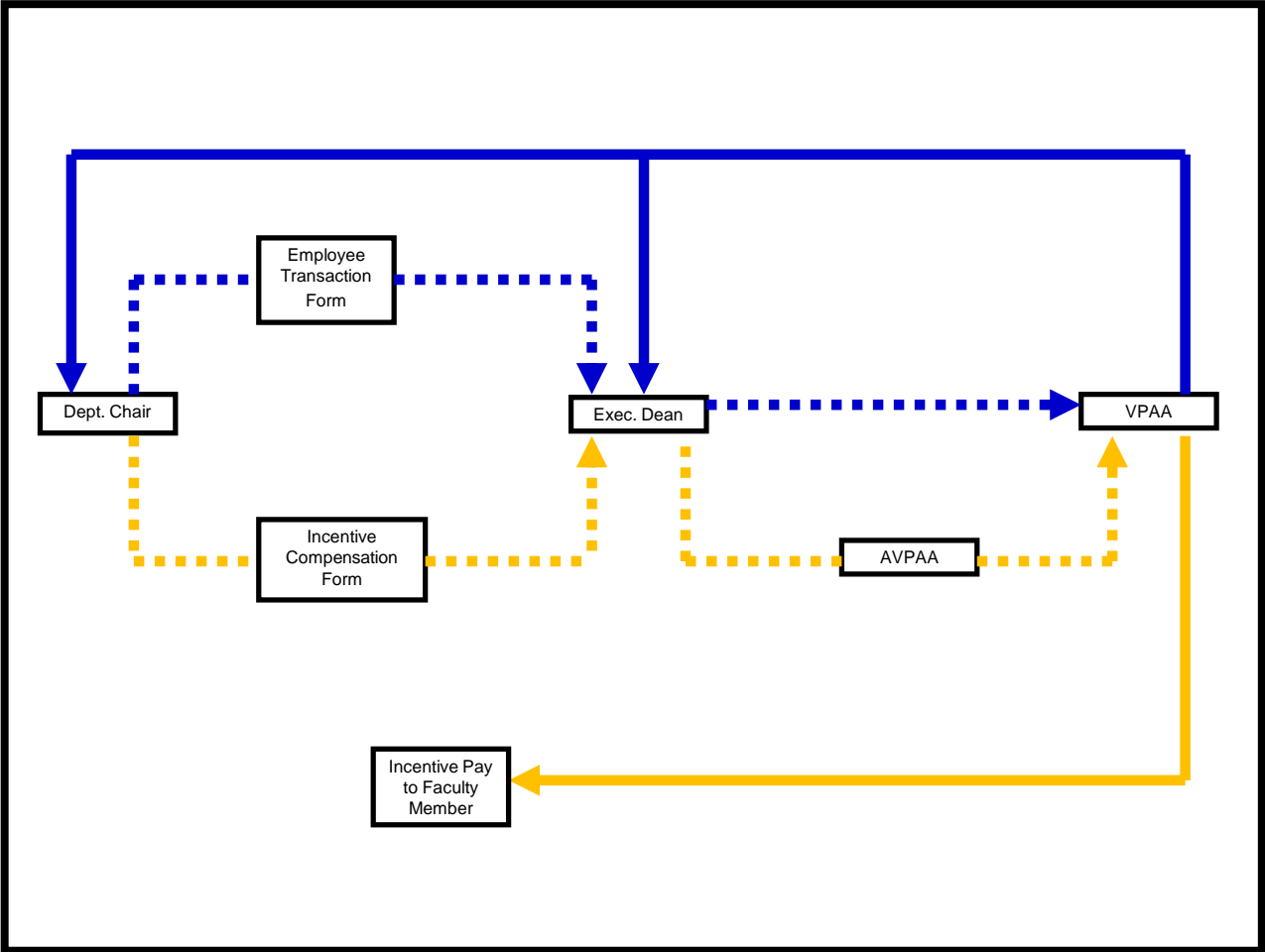
- i. Do not submit transaction form
- ii. If requesting incentive compensation, submit Calculation Form for Incentive Compensation by no later than 3 weeks after the last day to drop/add a course (applies to all start times)
  1. See Calculation Form to determine incentives
  2. This payment will be 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
  3. If the supplemental salary paid for the overload assignment is greater than that provided for in the supplemental salary schedule, no incentive compensation will be awarded.
  4. 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 3 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  
2014-2015**

<b>SUPPLEMENTAL SALARY</b> (per semester per credit hour taught) (paid in four checks)					
	<b>On-Campus</b>	<b>Interim On Campus</b>	<b>Ardmore</b>	<b>Idabel</b>	<b>McAlester or Extension</b>
<b>Over-Load</b>	<b><u>Per Degree Held</u></b> Bach.= <b>\$450</b> Mast.= <b>\$550</b> Doc.= <b>\$700</b>	<b><u>Per Degree Held</u></b> Bach.= <b>\$450</b> Mast.= <b>\$550</b> Doc.= <b>\$700</b>	<b><u>Per Degree Held</u></b> Bach.= <b>\$450</b> Mast.= <b>\$550</b> Doc.= <b>\$700</b>	<b><u>Per Degree Held</u></b> Bach.= <b>\$450</b> Mast.= <b>\$550</b> Doc.= <b>\$700</b>	<b><u>Per Degree Held</u></b> Bach.= <b>\$450</b> Mast.= <b>\$550</b> Doc.= <b>\$700</b>
<b>In-Load</b>	See Calculation Form for Incentive Pay				
<b>MAY AND SUMMER INTERIM PAY FOR FULL-TIME AND TEMPORARY FULL-TIME FACULTY</b>					
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>					
<b>ADJUNCT</b> (per semester per credit hour taught) (paid in four checks)					
<b>Degree Held</b>	<b>On-Campus</b>	<b>Ardmore</b>	<b>Idabel</b>	<b>McAlester or Extension</b>	<b>OKCCC or Tinker Aviation Courses</b>
<b>Bachelor's</b>	<b>\$450</b>	<b>\$450</b>	<b>\$450</b>	<b>\$450</b>	<b>\$3500 per course</b>
<b>Master's</b>	<b>\$550</b>	<b>\$550</b>	<b>\$550</b>	<b>\$550</b>	<b>\$3500 per course</b>
<b>Doctorate</b>	<b>\$700</b>	<b>\$700</b>	<b>\$700</b>	<b>\$700</b>	<b>\$3500 per course</b>
<b>GRADUATE ASSISTANT</b> (per academic year)					
<b>\$7,000 (paid in 10 checks, August-May)</b> Graduate Assistants may also be employed semester by semester.					