

ONLINE INCENTIVES AVAILABLE IN THE COLLEGE OF LETTERS, ARTS & SCIENCES

Explanation of sources of funds and scope of these guidelines

The source of funding for online incentives is the online fee students pay when enrolling in online courses.

- Every student enrolled in a fully online course is charged a \$100 fee for taking that course. Of that, \$42 goes to pay for the LMS license and \$58 goes to the College. Of the College's portion, \$29 (50%) goes to the department hosting the course and \$29 (50%) goes to the College. These monies are used for online software licenses and technology support, specialized online teaching equipment and materials, to cover the cost of online course development, travel to conferences focusing on online pedagogy, and associated instructional costs of delivery.
- The College has an Online Fee Committee that is charged with making policies for the College and for reviewing and approving proposals for expenditures from the College's online fee account. Departments shall be responsible for reviewing and approving proposals for expenditures from departmental online fee accounts. Departments shall develop guidelines for their review and approval processes. Those guidelines shall be reviewed and approved by the College's Online Fee Committee.
- With this document, the College provides guidelines for the use of College and departmental online fee monies. These guidelines are college-wide and apply both to LAS Dean's Office monies in an online fee account and to departmental monies in an online fee account. All expenditures of College and departmental funds shall be consistent with these guidelines.
- The College Computer & Software purchasing guidelines are provided in an email sent by the LAS finance team please review those before submitting a request
- Online Course Fee – Program Fee - \$100
 - Purpose: This fee is assessed for enrollment in all online courses. It is used for online software licenses and technology support, specialized online teaching equipment and materials, and associated instructional costs of delivery.

To cover the cost of online course development (associated instructional costs of delivery), teaching online courses, travel to conferences to teach online course delivery.

Eligibility

- While fully online courses incur online course fees and are eligible for these stipends, the Online Fee Committee nonetheless recognizes that hybrid courses still have significant online course development, technology, and training needs, and leaves it to the discretion of department chairs to approve the use of online fee funds to support those courses.
- All tenure-track and instructor-track faculty members are eligible for these incentives. **Lecturers** must have taught at least five semesters within the College of Letters, Arts & Sciences, and furthermore must meet approval of the department chair and the dean. Lecturers are not able to request travel funds.

I. Incentives for development/improvement of online courses

Recognizing that developing or improving an online course falls outside the typical duties of faculty members, the College has developed incentives to encourage the development of online courses.

Recommendation of the chairperson regarding the importance of the proposed course to the department's curriculum is required. The dean will balance programmatic/curricular needs with

financial considerations before approving a course. Any full- or part-time regular faculty member in the College of Letters, Arts, and Sciences is eligible to apply. Lecturers/adjuncts may be eligible with the written approval of the dean.

Stipends for course design or enhancement are to be offered by the College and departments. In all cases, faculty members shall request funding from their department first and pursue departmental approval if available. If, however, departmental funding is unavailable, then the faculty member shall request funding from the College. *Please note that one cannot receive funding from both the department and the College for the same course or for the same training.*

A. Training for online courses

1. The Faculty Resource Center's [Teaching Online Program](#) (TOP) consists of four badges, each of which pays a \$2000 stipend upon completion:
 - a. Online Course Design
 - b. Design with Accessibility in Mind
 - c. Online Facilitation
 - d. Design for Quality Assurance
2. **Note:** Three of the badges—Design, Accessibility, and Facilitation—can be taken only once. The FRC highly recommends choosing one course to design and develop for upcoming online instruction as you pursue these three badges. The fourth badge—Quality Assurance—replaces QM certification and may be completed for multiple courses. The Quality Assurance badge is reserved for courses that have either been taught online at UCCS at least once or developed as part of the FRC Teaching Online Program. Quality Assurance course reviews are limited to one per academic year per faculty member except at a department chair's discretion.
3. **Another note:** Badge completion must be verified by submitting proof to Lily Cosgrave (lcograv@uccs.edu). Refer to [this tutorial](#) on how to save your badge as a PDF file.
4. Training stipends must be tied to the teaching of an online course by the instructor requesting the funds. The request can be made up to a full year before the course is taught.

II. Technology

Recognizing that faculty may have needs for specific kinds of technology to teach an online course, the College has developed the following guidelines for covering the costs of specific kinds of technology. Funds are used for online software licenses and technology support, and specialized online teaching equipment and materials.

- A. Departments may cover the cost of specific kinds of technology purchases from their online funds, not to exceed \$3000, to ensure faculty access to online and hybrid courses, from computers and hardware (*e.g.*, webcams, headsets, etc.) to course-specific software.
- B. The purchase must be tied to the teaching of an online course by the instructor requesting the funds. The request can be made a full year before the course is taught and within a full year after the course is taught.
- C. The request can be made more than once as warranted. The faculty member will consult their department chair to ensure the broader needs of the department as these online fees are limited and faculty needs are high. If a situation arises for the need of a new machine to replace a computer that is less than 4 years old we ask for a justification from the faculty member and notice from OIT confirming the current computer is no longer in working order. Requests for replacement equipment fewer than four years old require approval by the LAS dean.

- D. In order for online funds to be used for technology, items must be purchased through UCCS. Requesters should consult with the OIT Help Desk to configure their system before submitting the request for approval.
- E. All technology purchased with online funds is the property of the University and must be tracked by the department and returned to the department upon termination (or at the end of the semester in the case of a lecturer).
- F. Departments or Programs may request technology. These items may then be checked out and loaned to faculty, including to lecturers, if there is a need. The departments/programs are responsible to ensuring these are returned each semester. These extra computers must be indicated on the annual computer inventory spreadsheet sent out by the LAS Finance Team. Up-to-date check-in/check-out documents must be filed to track who is currently using the technology.
- G. Please note that exceptions to the \$3000 maximum or requests for equipment beyond basic hardware and software shall be considered on a case-by-case basis in consultation with the department chair and the LAS Online Fee Committee, and require approval by the dean.

III. **Teaching Assistants for online courses**

At the discretion of the department chair, departments may provide one or more graders or teaching assistants for online courses that allow waitlisted students into the course at 125% or more of the enrollment cap:

- 125-149% of cap → 1 grader or TA
- 150–174% of cap → 2 graders or TAs
- ≥ 175% of cap → 3 graders or TAs (with 3 as the maximum)

Pay shall be at standard and typical College rates up to a \$2000 maximum per grader or TA and can be paid in one lump sum or hourly at the chair's discretion.

IV. **Digital Accessibility**

Departments may offer the following incentives to improve digital accessibility in online courses:

- A. A \$100 stipend for participating in a TidyUP/UDOIT training session offered by the Faculty Resource Center and improving digital accessibility in Canvas content. A UDOIT report generated by the FRC's Digital Accessibility Specialist must show a substantial improvement in content errors fixed or resolved prior to receiving this stipend.
- B. A \$200 stipend for participating in a Word, PowerPoint, or PDF (or other type of document) digital accessibility training session offered by the Faculty Resource Center. A substantial improvement in document digital accessibility—as demonstrated by accessibility checker reports in those documents, for example—must be provided to receive this stipend.
- C. A teaching assistant (*e.g.*, graduate student) for an online course that requires a substantial amount of work to make the course materials digitally accessible. Pay shall be at standard and typical College rates up to a \$2000 maximum and can be paid in one lump sum or hourly, at the department chair's discretion. Written justification must be provided describing the nature and scope of the work.

Please note that a requirement to receive these funds is that the faculty member must either currently be teaching an online course or be scheduled to teach an online course in the next calendar year.

V. **Travel**

Recognizing that teaching an online course can present unique disciplinary challenges and opportunities, the College has developed certain stipends for faculty travel to conferences that contain sessions devoted to online pedagogy. Departments are especially encouraged to offer this stipend to faculty who would benefit from the opportunity to learn from others in their respective fields. Travel funding shall be limited to airfare, hotel, food, ground transportation to and from the conference venue, and conference registration fees.

Departments may offer the following incentives to faculty traveling to and attending conferences:

- A. A maximum of \$1500 per fiscal year (July 1 – June 30) for travel to an academic conference in which the applicant must attend one or more sessions of significant length that specifically address online pedagogy in an extensive way. Written justification must be included in the request as to how this session(s) would help the applicant improve the quality of an online course(s). Required in the justification is the length of the session, the session description as given in the conference program, and the type of session it will be (panel, lecture, roundtable, etc.). To be eligible for reimbursement, the dean must approve the travel stipend before the conference.
- B. Please note that a requirement to receive this fund is that the faculty member must either currently be teaching an online course or be scheduled to teach an online course in the next calendar year immediately following the conference.
- C. Exceptions to the \$1500 maximum shall be considered on a case-by-case basis in consultation with the department chair and the LAS Online Fee Committee, and require approval by the dean.

VI. On-campus workshops

Recognizing that online teaching is new to many faculty members, and recognizing that existing resources may not support them, the College has developed the following guidelines for supporting online workshops of various kinds.

- A. Upon approval by the dean, departments may offer a \$500 stipend for faculty members who facilitate an on-campus, college-wide or department-specific workshop to enhance online teaching.
- B. If you are receiving funding for the workshop from another source you are not eligible for funding from the online fee incentives.

VII. Other

Requests for online fee funds to be used for other items, not addressed above, shall be considered on a case-by-case basis in consultation with the department chair and the LAS Online Fee Committee, and require approval by the dean. Written justification must be included in the request as to how this is an associated instructional cost for online course delivery.