

ADDITIONAL COMPENSATION FOR CURRICULUM DEVELOPMENT

As defined in the Faculty Handbook, 50-70% of full-time faculty responsibilities are in the areas of Teaching and Advising Students: 25% Curriculum Design, 10% Advising Students, and 25% Teaching and Delivery of Instruction. Thus, the development of courses, evaluation of student learning outcomes, reporting of outcomes assessments, and revisions to academic programs fall within the contractual responsibilities of faculty. In the area of Curriculum Design, the annual performance review lists these areas of focus:

1. Prepares course materials: syllabi, teaching plans, and evaluation instruments that are appropriate to the course(s) taught;
2. Maintains course and curriculum relevance through research related to courses taught;
3. Defines the student learning outcomes appropriate for the course(s) taught within the syllabus for each course;
4. Provides a range of instructional activities appropriate for meeting all the learning outcomes;
5. Makes clear to students in the syllabus how they will be evaluated in terms of outcomes;
6. Assesses student learning regularly, with adequate assessments prior to midterm to determine students' progress in the course;
7. Establishes fair grading criteria and clearly explains it to students;
8. Provides students with opportunities to provide feedback on the class before end-of-semester evaluation
9. Uses formative and summative evaluations to improve course design and delivery; and
10. Demonstrates an overall deep understanding of course content.

Additional Compensation for course development, then, is limited and may be offered in the areas listed below:

1. The creation of new courses as approved through the Curriculum Approval Process (<https://catalog.baypath.edu/faculty-handbook/curriculum-instruction-policies-processes/curriculum-approval-process/>) (CAF Process) is typically accomplished by full time faculty as part of their contractual duties.
2. A new course development stipend may be provided to an adjunct faculty member or other contracted content expert.
3. The conversation or creation of courses for the online format (for the first time only that a course will be delivered online) which includes training in online teaching and learning.

Compensation for the development of online courses is contingent upon the completion of the requirements for each area, described below.

Conversion of Courses to the Online Format

The conversion of courses to be offered online is critical to the effectiveness of the accelerated, online format, the achievement of student learning outcomes, and to providing flexibility to students. The achievement of the same student learning outcomes as in traditionally

offered courses is key to the course created for the online format. The course plan for online courses is written in collaboration with the faculty member, the professor, not the student, even though a student syllabus and online components will be products of the course development process. The Center for Innovative Teaching & Learning (CITL) will collaborate with the faculty member through this process of developing an online course. The course must include a course description, a list of student learning outcomes, assessment measures, course requirements and activities, and most importantly, a plan for teaching the course, collaborating with the faculty member on how to deliver the instruction in an effective manner. Active learning must be a part of these courses and evaluation measures are critical. As part of the responsibility of the faculty member creating an online course, they must complete the faculty training for online teaching, and make revisions to the course based on the evaluation of the course as initially delivered online.

Compensation

Course development stipends may be offered when a new course is created or is initially designed for online delivery. The amount of the stipend is determined by the appropriate academic department and is contingent upon satisfactorily fulfilling training and development requirements set forth by the appropriate administrative office.