

## **Procedure 5.0401**

### **Continuing Education Compensation Procedure**

Continuing Education Directors and Coordinators can provide stipends and/or contracts to pay Continuing Education Instructors for course development, course customization, online and hybrid instruction, clinical instruction, and professional development.

This compensation procedure also provides clarification on Course Prep.

### **Course Development**

Course Development is when a new course is being developed or an existing course is undergoing a major overhaul with over 50% of the course content being redesigned. Deliverables for course development may include a course syllabus with course outline, sample lesson plans, quizzes and tests, slides, lab exercises and handouts.

Course Development will be paid with a stipend agreement for the development, quality assurance review, and or delivery of a course that is in keeping with the mission of Beaufort County Community College. A Calendar of Work must be included with the stipend agreement providing weekly or bi-weekly dates that content will be submitted for review. Developer will receive stipend payment in two checks. Half of the stipend payment will be paid at the fifty percent (50%) completion point and the remaining amount paid when all work is completed and approved. The payment dates and amounts will be provided in the Calendar of Work. The instructor's hourly rate will be paid for up to the total number of hours of the class. For a 30-hour class, the College may pay up to 30 hours for development.

The instructor will not be paid the stipend payment until the Continuing Education Director/Coordinator approves all content. Copies of course content must then be approved by the Continuing Education Records Specialist.

Course content will be the property of Beaufort County Community College. The developer agrees to grant to BCCC a perpetual license to use any part of the course. The developer only has the right to use the developed materials at Beaufort County Community College. Developer may not take the developed course for use at other educational institutions. The developer certifies that the material used will not infringe on existing copyrights and that any copyrighted material will be licensed for use. Said course and material will become a part of BCCC's repository and all such courses may be scheduled as needed and may be taught by a variety of qualified instructors both during and after employment ceases. No further compensation (other than the one-time stipend) will be paid to the developer even if the college continues to use the online course over a period of years regardless of whether the developer remains employed with Beaufort County Community College.

### **Course Customization**

Course Customization is when an instructor has to complete substantial work to an existing course that requires them to adapt existing materials like lab exercises, syllabus, tests, slides, etc., but is much less significant than full course development.

Course Customization will be paid with a stipend agreement for the development, quality assurance review, and or delivery of course content that is in keeping with the mission of Beaufort County Community College. A Calendar of Work must be included with the stipend agreement providing weekly or bi-weekly dates that content will be submitted for review. Developer will receive stipend payment in two checks. Half of the stipend payment will be paid at the fifty percent (50%) completion point and the remaining amount paid when all work is completed and approved. The payment dates and amounts will be provided in the Calendar of Work. The instructor's hourly rate will be paid for up to fifty percent of the class hours. For a 30-hour class, the College may pay up to 15 hours for course customization work.

The instructor will not be paid the stipend payment until the Continuing Education Director/Coordinator approves all content. Copies of course content must then be approved by the Continuing Education Records Specialist.

Course content will be the property of Beaufort County Community College. The developer agrees to grant to BCCC a perpetual license to use any part of the course. The developer only has the right to use the developed materials at Beaufort County Community College. Developer may not take the developed course for use at other educational institutions. The developer certifies that the material used will not infringe on existing copyrights and that any copyrighted material will be licensed for use. Said course and material will become a part of BCCC's repository and all such courses may be scheduled as needed and may be taught by a variety of qualified instructors both during and after employment ceases. No further compensation (other than the one-time stipend) will be paid to the developer even if the college continues to use the online course over a period of years regardless of whether the developer remains employed with Beaufort County Community College.

### **Online and Hybrid Instruction**

Online and Hybrid courses are paid with an instructional contract that must equal the total hours of the course. For example, a Continuing Education Director/Coordinator must provide a 30-hour instructional contract for a 30 hour course.

The instructor will be asked to complete a part-time timesheet recording all hours worked and will be paid up to the maximum number of allowable hours as stated in the instructional contract. The instructor will be paid from an attendance roster when reporting face-to-face hours for a hybrid class.

It will be stipulated in the instructional contract that instructors must log-in to online courses at least once every 48 hours. Once the instructor logs-in they must:

- 1) post an announcement

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- 2) respond to student emails/messages within 48 business hours
- 3) grade assignments
- 4) participate in discussion boards.

Instructors must post and hold office hours once a week.

### **Online EMS and Law Enforcement CE Classes**

Online EMS and Law Enforcement instructors will be paid their base hourly rate for the hours of the online class for up to 20 students. For example, a 3-hour class will require an instructional contract for 3 hours. Additional pay will be added to the contract as follows:

- 21-28 students—one extra hour of pay
- 29-35 students—two extra hours of pay
- 37-44 students—three extra hours of pay

If there are more than 44 students, a second instructor will be hired to teach an additional section.

It will be stipulated in the instructional contract that instructors must log-in to online courses at least once every 48 hours. Once the instructor logs-in they must:

- 1) post an announcement
- 2) respond to student emails/messages within 48 business hours
- 3) grade assignments
- 4) participate in discussion boards.

Instructors must also post and hold office hours once a week.

Course development for online EMS and Law Enforcement classes will be paid with a course development contract.

### **Clinical Instruction**

Clinical Instructors provide professional supervision for student learning at clinical sites and in clinical labs.

Clinical Instructors will be paid with an instructional contract that equals the number of required clinical hours as stated in the course syllabus. For example, a course requiring 30 clinical hours will require an instructional contract for 30 hours. The clinical instructor will be expected to assign clinical sites to students, introduce students to their educational coordinator at the clinical site, and conduct routine check-ups to ensure all are progressing satisfactorily. The instructor will be asked to maintain a part-time timesheet recording all hours worked.

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Clinical Instructors are required to provide supervision equaling the number of hours stated in the instructional contract. If the instructional contract is for 30 hours, the Clinical Instructor must record 30 instructional hours on a part-time timesheet.

### Professional Development

Continuing Education Instructors will be required to complete a minimum of one professional development session a year. The professional development class will be facilitated by the Continuing Education Director/Coordinator and focus on the accurate completion of class signature rosters, attendance sheets, payroll documentation, human resource items, and compliance review concerns. Instructors will be paid their hourly base rate for participating in this professional development.

Continuing Education Instructors may be asked to complete other professional development training relevant to their instructional program area. Instructors will be paid their hourly base rate and have travel, lodging, and meals covered per existing travel policy and procedures when participating in professional development opportunities. Instructors may be asked to sign a contract agreeing to teach a minimum number of class sections if the college covers the cost of the professional development.

For all professional development opportunities the Continuing Education instructor will be provided an instructional contract for the appropriate hours. The instructor will be asked to complete a part-time timesheet documenting hours worked. The instructor will be paid up to the maximum number of allowable hours as stated in the instructional contract.

### Course Prep

Course Prep is expected in each continuing education class and involves work outside of class hours. Work includes updating of course syllabus, updating of lesson plans, copying handouts, updating assessments, and completion and submission of attendance rosters, course rosters, and other necessary paperwork for the Continuing Education Registration and Records Office. Course Prep is assumed in the instructor's hourly instructional rate and allowed for in the Affordable Care Act loading factor.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** 3.2.14

**Cross References:** [Employment Policy](#), [Intellectual Property Policy](#), [Intellectual Property Procedure](#)

### History

**Senior Staff Review/Approval Dates:** 01/23/17

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**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

