

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2:015	Supersedes Policy Number: N/A
Date: March 9, 2004	Dated: N/A
Subject: Regents Online Degree Program	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference: A-070; A-075
Approved: President: Signature on File	

The Regents Online Degree Program (RODP) is designed to increase access to higher education for adult Tennesseans by maximizing the collaborative, effective use of technology to deliver quality college-level instruction through web-based courses and degree programs. Austin Peay State University (APSU) is an active member of the RODP collaboration. This policy is to delineate and clarify procedures and guidelines for full-time and part-time faculty to participate in this collaboration by the development of a course or teaching a course in the RODP program.

I. Course Development:

A. SOFTWARE PROFICIENCY: All RODP courses are offered on a software program presently known as Web CT. This software offers many tools, options and utilities not available in some other online course software programs. While these additional tools give the instructor greater latitude in course development and presentation, it also requires more computer knowledge and skills on the part of the instructor and the student.

1. Every course developer and instructor ***must*** attend and successfully complete one or more WebCT/RODP training sessions (usually two days) to become familiar with the RODP and competent in the use of the Web CT or other software currently in use by the RODP before beginning the development or instruction of a course.
2. As software programs constantly change, course developers and/or instructors may be required to attend more in-service training sessions as required by RODP.
3. The Tennessee Board of Regents (TBR) and Austin Peay State University will provide adequate and proficient technical support to course developers and instructors on a continual basis.

- B. APPROVAL PROCESS: Before a course is developed, the developer must complete the appropriate documents and receive all required signatures. As the documents may change from time-to-time, this policy will address it generically.
1. CONTRACT: There are five contract options available to a course developer as a contract between Austin Peay State University and the course developer. The compensation for course development depends upon the form of contract selected by the course developer. The appropriate contract must be selected, completed in detail, and approved before work begins on the development of the course.
 2. COURSE DEVELOPMENT FORMS: These forms may be found at the following URL: (http://www.apsu.edu/ext_ed/distant_ed/Forms_Contracts/de_Fo rms%20and%20Contracts.htm). There are specific instructions in Appendix A for preparing the appropriate forms. For every course developed, a set of documents must be completed. This set of documents may include a “signature sheet,” a “course adaptation form,” and others. The set of documents must be submitted to and approved by the department chair and dean/director.
- C. COURSE DEVELOPMENT PAYMENT: Developers of RODP courses may receive payment for the development of RODP courses and RODP course revision/modification for various platform offerings. The payment for development and adaptation occurs in the following way.
1. Payment for course development will not occur until after the course has been completely developed and has been reviewed and approved on the appropriate form by the department chair and after it has been taught one time.
 2. It is the responsibility of the Secretary for the Dean of Extended and Distance Education to initiate the payment forms for course development through the appropriate department. The approving authorities include the department chair, the academic dean/director, and the Dean of Extended and Distance Education, from whose account the payment will be disbursed.
- D. COURSE REVISION: Good teaching practice, Southern Association of Colleges and Schools (SACS) accreditation standards, and currency of knowledge require constant and regular revision to all courses taught, including online courses.

1. Every time a course is taught, the instructor, who is usually the course developer, shall review the course for currency of content, the format for appropriate and adequate student-instructor interaction, efficiency and effectiveness of grading mechanisms, and such other improvements as necessary.
2. Revision is defined to include the regular maintenance of the course as per TBR and RODP policy.

II. Course Instruction: Payment

A. CREDENTIALS: Every instructor for an RODP course must have appropriate and adequate academic credentials, meeting all Austin Peay State University and SACS criteria, to teach the subject matter.

1. It is the responsibility of the department chair, in consultation with the instructor, to make the determination of the proficiency and qualifications of the instructor to teach the course. By signature on the appropriate pay form before the course is taught, the department chair indicates his/her approval of instructor qualifications.
2. As per the requirement of SACS accreditation standards, the pertinent official college transcripts must be retained in the instructor personnel file of the full-time or part-time instructor. The official file for full-time and part-time faculty is retained in the office of the Vice President for Academic Affairs.
3. The instructor will follow all TBR and RODP policy, procedures, and guidelines for teaching online courses.

B. TEACHING LOAD CREDIT: RODP courses may be counted as a part of the teaching load of full-time faculty, or may be taught for overload or summer pay as appropriate.

1. All RODP courses will be listed on the APSU "Teaching Load Credit" form for full-time and part-time faculty. For full-time faculty, the listing will indicate whether the course was taught as a part of teaching load or for extra compensation.
2. Overload pay for full-time faculty will be at the level as appropriate for the rank of Instructor, Assistant Professor, Associate Professor, or Professor.
3. Summer pay for full-time faculty will be at the pay rate as determined by TBR policy.
4. Part-time faculty will be paid at the level appropriate for the individual instructor by APSU policy and guidelines.
5. For full-time faculty, the determination of using RODP courses as a part of the teaching load or as overload/summer pay will be

made by the department chair in consultation with the faculty member and as approved by the academic dean/director.

6. In making the determination as to whether the course will be taught for load, overload or summer pay, the chair will consider the following factors.
 - a. The contract period of the instructor in relation to the term the RODP course is being taught.
 - b. Teaching load requirements for the individual instructor.
 - c. The teaching load being carried by the faculty member at a specific time period, to include courses taught in the regular program, overload courses, summer pay courses, and courses taught for other APSU units or other institutions.
 - d. APSU policy and good teaching practice places limits on the teaching load of an instructor, and RODP courses must fit within those guidelines and limits.
 - e. Availability of other persons, full-time or part-time, to teach the courses.
 - f. When a conflict occurs, the program/department needs will take precedence over RODP courses.
 - g. Other duties, tasks, functions, or responsibilities for the faculty member by job requirements or as assigned by APSU.

C. PAYMENT PROCESS:

1. The appropriate extra compensation pay form should be initiated by the Office of the Dean of Extended and Distance Education. For regular APSU faculty, the pay form is the "Request for Extra Compensation for Permanent APSU Employees." For adjunct faculty, the pay form is the "Adjunct Pay Authorization" form. Both forms are available online.
2. Both pay forms have a "drop-down" menu to indicate the appropriate term in which the course was taught. The menus include three selections titled, "RODP Fall," "RODP Spring," and "RODP Summer."
3. The appropriate form for compensation must be completed and approved at least seven (7) workdays prior to the beginning of the RODP term. An exception to the seven-day rule may be granted only with the approval of the department chair, the academic dean/director, and the Dean of Extended and Distance Education, and then only under extenuating circumstances.

4. The approval signatures indicate approval for the course to be offered, to the number of sections offered, and for the instructor to teach the course(s).
5. The department chair, the academic dean/director, and the Dean of Extended and Distance Education must approve the form. The absence of a signature indicates non-approval.
6. The payment form serves the dual purpose of being an approval form for the course to be offered by a particular instructor, as well as to authorize payment. The payment form will be submitted to Human Resources prior to the beginning of the RODP term. At that time all necessary forms and documents will have been completed (including the I-9).
7. Approved paperwork must reach Human Resources prior to the cutoff date for the monthly payroll in order to receive payment in that month. Approved paperwork received after the monthly payroll cutoff date will be paid on the monthly payroll for the following month.

III. Course Scheduling:

A. RODP/PROGRAM SCHEDULING: Generally speaking, the course scheduling of RODP courses does not occur as a part of the regular program course scheduling. TBR staff initiates the process of scheduling RODP courses and sections. Because different APSU colleges, schools and departments are a part of the RODP collaboration, it is important that a specific procedure be developed, implemented and followed.

1. For each of the three RODP terms, the staff at TBR will develop a list of courses and sections requested from each college or university.
2. TBR will communicate to the Dean of Extended and Distance Education the courses and sections requested.
3. The Dean of Extended and Distance Education will make the request for courses and sections to the appropriate APSU department chairs. Note that there is not direct communication between the Dean and the instructor. The chair and faculty member will begin discussions as a review of the aforementioned factors to determine if the course may be taught by the faculty member, and if so, whether it will be taught for load, overload or summer pay. If the requested course is not feasible for a particular instructor for some reason, the chair is requested to make every effort to obtain a qualified faculty member, whether full-time or part-time, to teach the course.
4. When a qualified instructor is located for a course, the department chair will notify the Dean of Extended and Distance Education, who will notify TBR.

5. It is at this time that the appropriate pay form should be initiated by the office of the Dean of Extended and Distance Education. The department where the course and faculty reside will complete the pay amount after the initiation of the document. If the course is to be taught as a part of the teaching load for full-time faculty, the "Request for Extra Compensation for Permanent APSU Employees" shall still be completed and submitted for signatures. In such a case, the "Total Pay" column will be marked "\$0.00" and in the "ACCT NO" column will be typed the word "load."
6. Faculty, full-time and part-time, are specifically prohibited from direct contact with TBR to request that a course or number of sections be offered.

IV. COMMUNICATION WITH TBR IN REFERENCE TO RODP

- A. Austin Peay State University has one person only who is authorized for communication with TBR in reference to RODP courses.
 1. The official contact for TBR in reference to RODP course development, course scheduling, sections offered, and other similar areas, is the Dean of Extended and Distance Education, or his/her designee.
 2. This prohibition does not include regular and required correspondence with RODP during the instruction of the course as is necessary.
 3. TBR has a similar policy to guide their staff.
 4. If a TBR or RODP staff member contacts an instructor, a department chair, or academic dean/director, the TBR staff member is to be reminded of the policy and asked to contact the appropriate APSU representative.
- B. The purpose of the above rules is to prevent conflicts and ensure that APSU speaks with one voice on a very complicated program spread over the entire University.

Appendix A

**RODP Course Development
Documents**

Links needed to submit a proposal for a course delivered in a distance setting and the associated contract information.

- 1. APSU Web Page**
- 2. Extended Education**
- 3. Distance Education**
- 4. Distance Education Faculty Resources**

Distance Education Course Development Forms and Contracts

- a. Distance Education Course Proposal Sheet**
- b. APSU Online Contract Samples**
- c. Distance Education Course Adaptation Form**

http://www.apsu.edu/ext_ed/distant_ed/Forms_Contracts/de_Forms%20and%20Contracts.htm