**Guidelines for Distance Education: Teaching Assignments and Distance Revenue Sharing**

The MSU Center for Distance Education (CDE) provides support for academic programs offered via distance. This support includes market analysis, marketing campaigns, online orientation for new distance students, assistance in the proctoring of tests, technical assistance in the use of the technology, etc. More details are available from CDE ([www.distance.msstate.edu](http://www.distance.msstate.edu)). The responsibility for the academic programs lies with the departments and colleges offering those programs. The revenue generated by distance education is shared among the university, colleges, and departments following the model described below.

**Revenue Sharing:**

**Distance Tuition**

Fifty-five percent (55%) of the tuition generated by courses offered via distance education (i.e., Campus 5) is returned to the colleges offering the courses. A college dean may choose to keep up to 10% of the tuition returned to the college, but must distribute at least 90% to the departments offering the courses that generated the revenue.

**Distance Fees**

Eighty percent (80%) of Campus 5 distance fees are returned to the colleges offering the courses that generated those fees. The dean of each college is responsible for distributing those fees to the departments offering the courses that generated them.

**Uses of the Distance Tuition & Fees Returned to the Colleges & Departments:**

* The primary use of distance tuition and fees returned to the colleges and departments should be to fund distance instruction as well as on-campus instruction. This includes:
  + Payment of salaries of instructors teaching the distance courses.
  + Support of Campus 1 instructional programs: salaries, staff, etc.
* Returned distance tuition and fees can also be used to fund activities directly related to distance degree programs. This includes:
  + Payment of salaries of staff members who support the distance programs, including graduate students.
  + Contractual, commodities, and equipment expenses associated with distance course delivery.
  + Construction of distance education classrooms.
  + Marketing of distance education.
  + New distance degree program development.
  + Travel to recruit students or to present results related to distance program.
* After instructional costs and distance degree program costs are covered, remaining distance tuition and fees returned to the colleges and departments can be used to support other mission-relevant activities with approval through the chain of command to the Provost and Executive Vice President.

**Possible Ways for Faculty to Teach:**

* Faculty members (instructors, assistant professors, associate professors, and professors) are generally expected to teach distance classes as part of their normal teaching load (i.e., no extra pay).
* Lecturers may be hired as needed on a class-by-class basis.
* Very limited use of overload teaching and overload pay (where the academic unit provides the additional pay) will be allowed only under the following conditions:
  + Instructors with a 4-4 teaching load may teach only one additional class per semester as an overload; the maximum overload payment allowed is $4,500.
  + Tenured Associate and Full Professors with a 3-3 teaching load may teach only one additional class per semester as an overload. The maximum overload payment allowed is $7,000 for associate professors and $8,000 for professors.
  + Tenure-track faculty members (i.e., those in tenure-track positions, regardless of rank, who have not been granted tenure) will not be allowed to teach overloads.
  + Colleges/departments may either restrict payment to lecturers or the overload pay to instructors, associate professors, and professors on a prorated basis following the same guidelines used to determine summer school pay for classes with less than the prescribed enrollment or may supplement the pay from other distance education funds up to the maximum defined above.
* Hiring of lecturers or instructors to teach distance courses will be the responsibility of the academic department and will follow the same Academic Affairs hiring practices as for on-campus lecturers or instructors.
  + Offer letters will include a contingency statement regarding sufficient enrollment for a class to make.
  + Enrollment requirements for a class to make will be consistent for Campus 1 and Campus 5.
* Summer school distance education instruction compensation is the responsibility of the academic department offering the course. It must be consistent with the summer school policy AOP 13.12 <http://www.msstate.edu/dept/audit/1312.html> and the summer school pay guidelines of the Office of the Provost and Executive Vice President.
* Any instructional staff teaching a distance course must first complete training in online instruction offered by the Center for Teaching and Learning (CTL) or be verified by the CTL as being qualified to teach online courses. They must also have the training completion or certification noted in their faculty credentials.

**Additional Notes Regarding Distance Education:**

* Each college must provide to the Provost and Executive Vice President an annual report of the usage of the distance revenues and a briefing on future directions of distance education.
* Non-Campus 5 students who choose to take a Campus 5 class incur the additional costs associated with Campus 5 classes, and this revenue will be shared with the academic units as described above. However, non-Campus 5 students cannot be required or forced to take a Campus 5 class.
* Currently the university is also maintaining its policy of charging no non-resident tuition to Campus 5 students.
* Academic units must demonstrate equivalency between Campus 1 and Campus 5 offerings.
* Faculty must use best practices to ensure that the person performing the work in the course is the student who is officially enrolled in the course.
* Faculty must use best practices to ensure the highest standard of academic integrity in exams and other graded activities in an online course.