

TA Funding Policy for Web and ITV Courses

Initial Policy Effective Fall 2004 – Updated as of December 2007

Support for a web or ITV course may be obtained through **1) a request for a minimum commitment of funds** if the course has already been taught on the web or through ITV; or **2) a request for funding based on the Census enrollment (also known as Freeze or 21-day count) of the semester during which the course is taught.**

Commitment of Funds:

A **minimum** commitment of funds may be requested to provide for the long-term planning and recruitment in support of a web or ITV course based on the Census enrollment (also known as Freeze or 21-day count). For example, a minimum commitment of funds requested for a Fall course would be based on the most recent academic year offering of the course – either the prior Spring or Fall semester. A minimum commitment of funds requested for a Winter or Summer Session course would be based on the Census enrollment of the prior Winter or Summer session. Funding levels will be determined using the schedule below.

A course will be eligible for **additional** funding if the Census enrollment of the semester in which the course is offered exceeds the prior semester's Census enrollment upon which minimum funding is based.

Funding may be requested based on the Census enrollment during which the course is offered, and does not need to be preceded with a request for a minimum commitment of funds. Courses that do not have sufficient historical enrollment to support a request for minimum funding may become eligible for support if the Census enrollment during which the course is offered exceeds the minimum number of students required for funding per the eligibility requirements below.

Please note all incentive payments are subject to the availability of funds.

Eligibility:

Eligible courses are web, ITV, and combination web-ITV courses. In-person web enhanced courses do not qualify for support under this policy.

Undergraduate courses will become eligible for support when enrollment exceeds 25 students or meets the cap set by university policy (such as the cap established for junior writing courses), whichever is lower.

Graduate courses will become eligible for support when enrollment exceeds 20 students.

If the enrollment for more than one section of a course is being combined for funding purposes, the class sections must be taught by the same faculty member, the combination of all of the sections must be equivalent to only one course in the faculty member's academic load for that semester, and compensation may be received for only one section. For example, if the enrollments for two sections of POS 320 are being rolled up for funding purposes, then the faculty member must be teaching both sections, the two sections must be equivalent to one course in the faculty's load for that semester, and the faculty member may receive compensation equivalent to one course. If one section is on-load and considered part of the faculty member's normal teaching responsibility, and the other section is paid as an overload course, the sections would be considered two separate courses and the enrollments could not be combined.

The course for which support is being requested must be created and approved through the Distance Learning (DL) course creation process before a confirmation of minimum funding is made. A request can be submitted for a minimum commitment of funds for a course that has not been entered into the DL system, but a commitment will not be made until the course is actually created, approved, and open for enrollment.

The following variables will be taken into consideration when reviewing a request to ensure the continued availability of funding for as many courses as possible through the equitable allocation of funds.

- A decrease in the course cap over the prior semester's offering
- A cap that is lower than the prior offering's Census enrollment
- A change in course length
- Other significant variance in the course's structure

For example, if a Fall course with a cap of 40 students is using the prior Spring offering of the same course with an enrollment of 62 as the basis for the request, the minimum commitment of funding will be based on the Fall cap of 40 students.

As the intent of the policy for the minimum commitment of funds is to provide for long-term planning, such as recruiting in the Spring semester for teaching assistants for Fall courses, requests that are submitted within 2 weeks of the start of the course, or later, will be reviewed with the current enrollment activity of the course taken into consideration.

If the request is submitted after the start date of the course, the decision on the level of funding *may* be deferred until the official Census count is available, again, based on the current enrollment activity of the course.

Notification of Eligibility:

A report indicating which courses are eligible for a minimum commitment of funds and the amounts available will be posted on the Distance Learning, Summer Session, and Winter Session web sites. The report will be posted in April for Fall and Winter Session courses and in October for Spring and Summer Session courses. An email will be sent to chairs, deans, program directors, and web/ITV faculty when the report is available. The report will include a link to a form through which a request for minimum funding can be made. The form can be submitted on-line or printed and sent to Distance Learning, Attn: Financial Unit, Box 4117. Once a decision has been made on the request for minimum commitment of funding, an email will be sent by DLS to the instructor with a copy to the department chair.

A second report will be posted as soon as possible after Census to provide information on additional funding available for those courses that exceed the enrollment upon which their minimum funding commitment is based. It will also provide information for courses that are eligible for funding for which a minimum commitment of funds was not requested or available. The posting of the report will be accompanied by another email notifying chairs, deans, program directors and web/ITV faculty that the information is available. A request is not necessary in order to receive the additional funding nor to receive funding based solely on the current semester's Census enrollment. The funds can be claimed through the Reimbursement Process described below.

Levels of Funding:

- Teaching Assistant: The amount of support available for a teaching assistant is calculated according to the distribution of enrollment between on- and off-campus students as measured at Census.
 - Undergraduate Courses: (enrollment above 25 students)
 - \$65/on-campus student
 - \$80/off-campus student
 - Up to a maximum of 90 students
 - A separate contract will be negotiated for courses anticipating enrollment over 90 students. Departments anticipating this level of enrollment should contact Distance Learning.
 - Graduate Courses: (enrollment above 20 students)
 - \$85/on-campus student
 - \$100/off-campus student

- **TA Management Stipend:** The faculty member will be eligible to receive up to \$1,000 to compensate for the additional effort of coordinating and managing assistants for the course. The amount of funding is based solely on the enrollment at Census and is not dependent on the campus of the students enrolled in the course.

As of December 2007, the TA Management stipend will only be awarded in the form of salary. The management stipend would be in addition to the formula driven amount available for the teaching assistant.

- Undergraduate Courses:
 - \$40/student above 25 students up to a maximum of \$1,000
- Graduate Courses:
 - \$50/student above 20 students up to a maximum of \$1,000

Funding Sources:

During the Fall and Spring semesters, the academic units are no longer responsible for a portion of the expense for hiring a teaching assistant or payment of the TA management stipend. The distribution of expense for teaching assistant salaries and TA management stipends will be proportionate based on the ratio of on- & off-campus students at Census.

The portion of TA salary and TA management stipend expense corresponding to the percentage of off-campus (Distance, Worldwide, etc) students will be paid by Distance Learning.

The portion of TA salary and TA management stipend expense corresponding to the percentage of on-campus (Mountain and Yuma) students will be split between Proposition 301 E-Learning funds and the Office of the Provost. E-Learning funds will support 75% of the expense and the Office of the Provost will support the remaining 25%.

During Winter and Summer Sessions, which are revenue generating sessions, the on-campus portion of the TA salary and TA management stipend expense will be split between the Office of the Provost and the academic unit. The Office of the Provost will support 75% of the expense and the academic units will be responsible for the remaining 25%. Proposition 301 E-Learning funds are not available for support of revenue generating sessions.

Hiring and Reimbursement Procedures for Teaching Assistants:

The initial hiring and payment of teaching assistants will be the responsibility of the faculty member and/or academic unit offering the course. Assistants may be hired on an hourly wage basis, for a fixed amount, or through a formal graduate assistantship, at the hiring department's discretion.

Reimbursement of salary expenses incurred in supporting the delivery of a course will be made through a Payroll Expense transfer request submitted by the Academic Unit to Distance Learning at the end of the semester. The claim for reimbursement should include the following: 1) a copy of the paperwork used to hire the teaching assistant (PAR, Student Wage Authorization Form, etc.), 2) the name of the faculty member who taught the course, 3) the course prefix and number, 4) the class number under which the course was offered, and 5) the semester or session in which the course was offered (Spring, Winter Session, Fall, etc).

The claim should be sent to Distance Learning, Attn: Financial Unit, Box 4117. The claim only needs to be submitted to Distance Learning, who will then coordinate with the other units responsible for funding to complete the reimbursement.

Deadlines for submission of reimbursement claims are as follows:

Fall Semester:	January 20 th
Winter Session:	January 20 th
Spring Semester:	May 30 th
Summer Session:	September 30 th

Payment of TA Management Stipends:

Distance Learning will initiate payment of the TA management stipend to the faculty member after the official Census date of the semester in which the course is taught **and** upon receipt of documentation of the hiring of a course assistant. To claim the TA management stipend, a copy of the hire paperwork should be sent to Distance Learning Services, Attn: Financial Unit, Box 4117, with a brief cover memo detailing which course the teaching assistant was hired to support and the faculty member's name. The request for payment of the TA management stipend can be made at any point after the Census date of the semester during which the course is being taught. If a claim is not made prior to the submission of the claim for reimbursement of the TA salary expense, the paperwork to pay the TA management stipend will automatically be generated at the time the TA salary expense reimbursement is processed. The stipend will be paid as salary directly to the faculty member.

Example:

An undergraduate course with a Census enrollment in Fall 03 of 45 students would receive a minimum commitment of funds for Spring 04 as follows:

Minimum enrollment for funding eligibility = 25
Census enrollment for Fall 03 = 45
Enrollment for calculation of minimum funding for Spring 04 = 20
Funding available: \$65/on-campus student
 \$80/off-campus student

Distribution of Fall 03 enrollment:

on-campus students: 18 40% of total enrollment
off-campus students: 27 60% of total enrollment

Minimum TA funding:

$(20 \text{ students} \times 40\% \times \$65/\text{on-campus student}) + (20 \text{ students} \times 60\% \times \$80/\text{off-campus student}) = \mathbf{\$1,480}$

Minimum TA Management stipend = 20 students X \$40/student = \$800

If enrollment after the fee delete in Spring 04 equals 55 students, additional funds will be calculated as follows:

Census enrollment for Fall 03 = 45
Enrollment after Spring 04 fee delete = 55
Enrollment for calculation of additional funding = 10
Funding available: \$65/on-campus student
 \$80/off-campus student

Distribution of Spring 04 enrollment:

on-campus students: 20 36.4% of total enrollment
off-campus students: 35 63.6% of total enrollment

Additional TA funding:

$(10 \text{ students} \times 36.4\% \times \$65/\text{on-campus student}) + (10 \text{ students} \times 63.6\% \times \$80/\text{off-campus student}) = \mathbf{\$746}$

Additional TA Management stipend = 10 students X \$40/student = \$400

Total Support for the Spring 04 semester would be:

Total TA funding = \$1,480 minimum commitment + \$746 additional funds = \$2,226

Total TA management stipend = \$600 minimum commitment + \$400 additional funds = \$1,000 (Please note: the TA management stipend is capped at \$1,000)