Allocating Distance Learning Auxiliary Fee Money
For Junior Instructional Designers or Research Assistants for Distance Courses
USFSP
May 2, 2014

The Colleges of USFSP may request funding for Junior Instructional Designer (JID) and Research Assistant (RA) support for online course offerings based on the following criteria. This funding is provided through the Distance Learning (DL) fee revenue generated from online courses. To be considered for JID/RA support:

- A course must meet the Florida legislation definition of a distance learning course (at least 80 percent of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time or space, or both. Florida Statute 1009.2: State university student fees.)
- A course must be coded to receive the distance learning fee and be offered online the semester JID/RA support is provided.
- **JID/RA support funds cannot be used to pay instructional compensation for the instructor of record.**
- Requests will be accepted after registration has opened for the current and upcoming semesters.
- The College will submit the *Distance Learning Service/Funding Request form* prior to the beginning of the semester.
- Stipends will vary depending on student levels and college/department payment policies. However, hourly pay rates will be monitored by the DL Accountable Officer, in consultation with Human Resources, to ensure equity across the institution.
- Courses meeting requirements will receive JID/RA funding at the following enrollment levels:

**UNDERGRADUATE COURSES (4000 Level and Below)**
- One (1) JID/RA at 10 hrs. /wk. (.25 FTE) for an undergraduate course with enrollment of 56. After the initial 56-student enrollment is met, additional support will be provided at the rate of 5 hrs/wk. for each additional 28 students.
- One (1) JID/RA at 10 hrs. /wk. (.25 FTE) for a combination of sections of an undergraduate course totaling enrollments of 56 with faculty sharing support. After the initial 56-student enrollment is met, additional support will be provided at the rate of 5 hrs/wk. for each additional 28 students.

**GRADUATE COURSES (5000 Level and Above)**
- One (1) JID/RA at 10 hrs. /wk. (.25 FTE) for a graduate course with enrollment of 26. After the initial 26-student enrollment is met, additional support will be provided at the rate of 5 hrs/wk. for each additional 13 students.
- One (1) JID/RA at 10 hrs. /wk. (.25 FTE) for a combination of sections of a graduate course totaling enrollments of 26 with faculty sharing support. After the initial 26-student enrollment is met, additional support will be provided at the rate of 5 hrs/wk. for each additional 13 students.

- Exceptions to the cap rule are courses considered writing intensive/problem based courses as determined by the Colleges. Support for these courses may be at a lower cap with decision for support made by the College Deans in consultation with the Accountable Officer and with appropriate documentation, such as a syllabus clearly showing the assignments list.
- Requests which do not meet these criteria will also be considered given course needs and the availability of funding.
- If the course fails to meet necessary enrollments, DL funding for JID/RA assistance may be withdrawn.
Process for requesting JID/RA support

**Step 1:** Complete the *Distance Learning Service/Funding Request Form*. (The form can either be filled out on your computer and then printed, or printed and then filled out by hand.) Fill in the top section including all information about the course name, CRN, etc.

**Step 2:** In the *Online Course Assistance* section:

1. Indicate whether the request is for a RA (Research Assistant) or an ID (Instructional Designer)
2. Provide the name of individual(s) to be hired, if known.
3. Indicate the rate of pay and hours per week.

**Step 3:** In the *Justification* section include:

1. The name(s) of the instructor(s) of record for the course.
2. The expected or known enrollment for the course.
3. Any special circumstances or considerations about the course.

**Step 4:** Obtain Dean and Department Chair approval on the *Distance Learning Service/Funding Request Form*.

**STEP 5:** Submit the *Distance Learning Service/Funding Request Form* and all required documentation to:

AO’s Administrative Assistant

**STEP 6:** AO’s staff will notify the College representative when the request has been approved. Courses which have not yet met the enrollment cap for assistance will be approved on a provisional basis.

**STEP 7:** College representative will handle all recruitment and hiring using the designated chartfield.