Honorarium Policy
For
Completing the Foundations of Online/Hybrid Course Training

(For Part-Time and one-year Visiting Faculty only)

Effective Beginning Fall 2016

Part-time and one-year visiting faculty teaching on-line or hybrid courses in the Brooks College of Interdisciplinary Studies are eligible to receive a $300 stipend for completing the GVSU certification training to teach online/hybrid courses. Instructors may participate in either the hybrid version of the training or the on-line version of the training, with the expectation that they will devote approximately 12 hours to the certification process.

This stipend is only available to part-time instructors who are hired on a course-by-course basis and to one-year visiting faculty. This stipend is not available to faculty with multiple-year contracts or for participating in various other professional development opportunities offered by the Faculty Teaching and Learning Center, for example. This stipend is not in addition to other opportunities that might exist for compensation for completing the online/hybrid training.

To be eligible for this stipend, the requesting instructor or unit head must submit the following documents to the Brooks College Dean's office for review:

a. A completed form, “Honorarium for Completing Foundations of Online/Hybrid Course Training”, that is signed by the appropriate unit head
   The form can be found on the Brooks College website under “Faculty and Staff – Unit Head Resources”.

b. A copy of the certificate of completion issued to the instructor.