



Faculty Quality Matters APPQMR Certification Pay

Purpose

The Alamo Colleges Board of Trustees approved certification pay for Faculty who attain Quality Matters APPQMR Certification Pay as part of the Alamo Colleges Talent Strategies for FY21 recognizing the instructional value certified online faculty provide for students and the marketplace demand for qualified online instructors. This compensation recognizes the important role APPQMR certification plays in the instructional skillset, as evidenced in 2020 by the magnitude of teaching and learning challenges created by the corona virus; and longer-term strategies to expand online learning options for students in the larger, online market.

Certification Pay

APPQMR Certification Pay will be provided to all approved applicants at the rate of:

- \$1000/year to full-time faculty, including full-time adjunct faculty, distributed semi-monthly over the 24 paychecks a calendar year (\$41.67 x 24 paychecks/year);
- an equivalent prorated amount to adjunct faculty and CE instructors based on the instructional workload units each pay period, also spread evenly over all payments for a course (a separate pay table will be published with showing inclusion of certification pay within the base rate); and
- Prorated certification pay will not be paid on overload workload units.
- Chairs may become certified. Teaching done by a certified chair will be paid on a prorated basis as adjunct service for the number of workload unit worked.
- Certification pay is taxable income.

Initial Qualification Criteria

- Certification pay will be provided to full-time, adjunct and CE instructional faculty who successfully complete the **6TH Edition of the Quality Matters APPQMR Certification** course and submit evidence of certification to their academic department for review and approval.
- Faculty who have completed the 5th Edition of the Quality Matters APPQMR Certification will qualify for certification pay in 2020 but will be required to complete the 6th Edition Update that addresses ADA requirements for online instruction by May 31, 2022 to retain certification. The 6th Edition Update course will be provided by ACD Faculty Development free of charge.

- APPQMR certificates with a completion date of June 1, 2018 or later are 6th Edition.
- APPQMR certificates with a completion date earlier than June 1, 2018 are 5th Edition.

New Initial Quality Matters APPQMR Sixth Edition Certification Completions

- If your **Initial Quality Matters APPQMR Sixth Edition Certification** is completed and submitted for processing **after May 10, 2022**, your **APPQMR Certification Pay** will begin the following month. You will be required to complete **the 23-24 recertification that would carry a *May 31, 2023 deadline**.

The **Alamo APPQMR Recertification 2023 will be made available Fall 2022 for recertification for AY 23-24 and will have a May 31, 2023 deadline.*

- Other online teaching courses or certifications by other providers are not eligible for certification pay.

Requirements for Continuation of Certification Pay

- Certified faculty will be required to maintain certification at the most current level (such as an APPQMR 7th Edition). Time will be provided to faculty to complete any future updates issued by Quality Matters.
- Certified faculty must successfully complete an ACD Annual Recertification Course (Alamo APPQMR Recertification Course) to update or align a course to the APPQMR standards. This requirement must be completed by May 31st of each year to be effective the following Academic Year (AY). May 31, 2022 will be the first Recertification due date for AY22-23 certification pay effective date. Each year an Alamo APPQMR Recertification course will be provided by ACD Faculty Development at no charge, unless a new Quality Matters Update Edition (in this case 7th edition) is provided.
- If your Initial **Quality Matters APPQMR Sixth Edition Certification** was completed and submitted for processing **before May 10, 2022**, you will need to successfully complete the **Alamo APPQMR Recertification by May 31, 2022** to continue the **APPQMR Certification Pay**.

Non-completion of Alamo APPQMR Recertification Course by May 31· 2022 Deadline

- If you do not successfully complete the **Alamo APPQMR Recertification** by the May 31st deadline the **APPQMR Certification Pay** will be discontinued.
 - If your **APPQMR Certification Pay is discontinued, you can restart it by successfully completing the Alamo APPQMR Recertification course**, however your **APPQMR Certification Pay** will not restart for one month following successful completion.

Effective Date

The process to apply for certification pay will open on Thursday, December 10, 2020 and remain open continuously thereafter.

As this opportunity launches, currently certificated faculty may apply at any time through March 10, 2021 and receive certification pay retroactive to January 1, 2021.

Thereafter, certification pay will be effective for qualified faculty applicants on the first day of the month following application for all EPAFs received by the 10th of the month in HR.

Support for Attainment of APPQMR Certification

ACD will continue to provide opportunities for faculty to take the APPQMR Certification Course. Check with the Faculty Fellow at your college for more information.

Application Process for Faculty

Email a copy of your APPQMR Certification Certificate to your Department Chair with a copy to your department scheduler/administrative assistant. No other application documents or forms are required. If you have completed the 5th Edition and the 6th Edition Update, simply submit both certificates.

Department/College Processing

1. Your department chair will review and verify the document you have submitted is a Quality Matters APPQMR Certification Certificate.
2. Your department scheduler/administrative assistant will submit your certificate by EPAF to your VPAS who will also review and verify your eligibility. The EPAF for 5th Edition or 6th Edition will be used as is appropriate for the certification document provided.
3. Once approved by your VPAS, the EPAF will transmit automatically to HR for processing and inclusion in upcoming payrolls. HR will code your employee record to indicate your ongoing eligibility for APPQMR Certification Pay.
4. HR will send a notice to the faculty member and Chair when the EPAF has been received with a reminder of the requirements for completion of the Quality Matters 6th Edition Update and completion of the ACD Annual Recertification Workshop.
5. Verification of recertification completion will be documented automatically in the faculty member's AlamoTALENT transcript. No additional document/EPAF will be required by the faculty or college for recertification. HR will provide the College VPAS a report of any faculty who have not met their recertification requirement and certification pay will be discontinued.

FAQ: Frequently Asked Questions

1. I lost my APPQMR Certificate. How can I obtain a copy?

Copies of certificates are available online at the Quality Matters website (<https://www.qualitymatters.org/>) Please log into MY QM:

1. Using <https://www.qmprogram.org/myqm>
2. Sign in with your username and password. If you have forgotten your password, you will need to click on "forgot password" to have a reset link set to you.
3. Click on "My Activity"
4. Click on "Certificates" (this will pull up all of your certificates)

5. Click on the APPQMR certificate
 6. Print and email to your chair and/or VPAS
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2. **Who is managing the list of certified faculty across the five colleges?**
Your college will submit your certification to HR, where it will be added to your employee record and set up for ongoing payment. Any needed reporting will be created from the employee records.
 3. **Will all faculty who have been QM certified be included (for instance those who were certified/recertified over a year ago)?**
Yes.
 4. **Is this a continuing stipend or a one-time stipend? Is it per course, per semester, annual?**
This is continuing pay. If new version of APPQMR is issued, time will be provided to allow faculty to complete the update. See qualification criteria above.
 5. **Will all faculty who are certified get the same stipend amount?**
Yes.
 6. **Beyond stipend concerns, questions were raised regarding the FLAC/SWAASGN classifications of QM certified faculty as schedulers and chairs were informed by HR FLAC that this would be a separate faculty classification similar to the high wage/high demand faculty classification. How will these attributes be managed? Does one carry the QM attribute in perpetuity? If not, who manages the changes?**
HR has informed the schedulers a new classification should be expected and that HR will train them how to use it.
 7. **Which college will be responsible for paying the stipend should a faculty member work at multiple colleges, as many of our adjuncts do?**
The college paying an adjunct faculty member for the course will also be charged for the certification pay. The college paying for a full-time faculty member's base salary will pay the certification pay.

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