

Revenue Sharing Policy between Extended Learning (UWLEX)
College/School/Unit, Academic Department, and the Provost's Office
Effective 3-10-2017 (updated 10-2019)

UWLEX supports the academic mission of UWL; therefore, UWLEX revenue also supports the academic mission. This document describes the "revenue sharing" of residual revenue (net profit) from 1) **UW System Collaborative Degrees** -- the UW Extended Campus (UWEX) collaborative degrees with the UWL College/School/Unit and/or academic department where the degree is housed, and the Provost's Office.; and 2) **UWL-Specific Degrees** - new degree programs developed between UWL colleges/schools/units, academic departments, and UWLEX.

UW System Collaborative Degrees

When a collaborative program reaches a break-even point, as determined by UWEX, residual revenue (net profit) will be shared equally among the degree partners/campuses. At UWL "revenue sharing" will occur only after the program reaches a status of net profit (i.e., revenue generating after program expenses such as directorship and instruction have been incurred) and will be dispersed as follows:

- 10% academic department housing the collaborative degree
- 20% college or school housing the academic department
- 60% UWLEX – Extended Learning
- 10% Provost's Office

The amount shared will be transferred to the identified accounts only after the revenue is received by UWL. UWEX will determine the time of year disbursements to UWL will take place. UWLEX will share a program summary report with the respective College/School/Unit Dean to show program revenue and expenses, the net profit shared with each campus partner and the UWL net profit shared with the respective College/School/Unit, academic department and the Provost's Office. The Budget Office will then complete the required revenue transfer.

Funds from UWLEX will be transferred to the College/School/Unit and/or academic department and Provost's Office and placed in a new Fund 136 account under each department account series for the department share and in the Dean/School/Unit's Office series for the Dean/School/Unit's share. These funds must be utilized to support staff/faculty professional development, travel, supplies, and equipment purchases.

Funds received should be spent or encumbered no later than June 30th of the year the funds are received. If funds are not spent or encumbered by June 30th in the department, the funds will be transferred to the College's or School's account and carried over to be used for future initiatives.

If additional UWL degree expenses are identified by the UWL academic director and/or UWLEX director, and approved by the academic department, the Academic Dean, and the UWLEX director that are not reimbursed by UWEX, these expenses will come out of the residual revenue (net profit) before it is shared with UWL campus partners. Of particular note, is the condition if/when, after residual revenue and revenue sharing is enacted, it is determined by the department and Dean that the program and its home department would be best served by program duties becoming a portion of an instructor's regular load (a.k.a., "in-load") rather than an overload payment (e.g., academic director's responsibilities and/or instructor's course development and/or teaching). Under this condition, the in-load cost is based on a percentage of the instructor's base salary (+ fringes) commensurate with the duties. In-load for teaching a 3-credit course (including any accompanying advising) should be calculated as 20% of FTB for a 9-month employee per semester. In-load for program director duties should follow a similar FTB calculation depending on the duties.

The decision to allow an instructor to have a portion of collaborative duties associated with "in-load" will be reviewed annually and must ultimately be approved by the Dean of the College or School or the unit Director and the UWLEX Director. In-load refers only to academic year appointments. Decisions are based on the fiscal ability to pay for in-load

salaries from the residual revenue (net profit). As a guideline, the additional expense to the program for in-load should not exceed *approximately* 50% of the residual revenue. The Provost should approve any expenses to the program for in-load that exceed 50%. The Dean/Director and the UWLEX director should not approve an in-load percentage for an instructor that exceeds 50%.

The total shared to the department and college together through in-load and revenue distribution should be no less than 30% and not exceed 50% of the total residual revenue. If the total in-load expense is between 30-50%, no additional funds will be distributed to the department or college. The remaining funds will be distributed between the Provost at 15% and UWLEX at 85%.

UWL-Specific Degrees

When a collaborative program reaches a break-even point, as determined by UWLEX, residual revenue (net profit) will be shared. At UWL “revenue sharing” will occur only after the program reaches a status of net profit (i.e., revenue generating after program expenses such as directorship and instruction have been incurred) and will be dispersed as follows:

- 20% academic department housing the collaborative degree

- 30% college or school housing the academic department

- 50% UWLEX

The amount shared will be transferred to the identified accounts after the revenue is received by UWL at the time of year determined by UWLEX as early in the fiscal year as possible. UWLEX will share a program summary report with the respective Department/College/School/Unit Dean/Director to show program revenue and expenses, the net profit shared with each campus partner. The Budget Office will then complete the required revenue transfer.

Funds from UWLEX will be transferred to the College/School/Unit and/or academic department and Provost’s Office and placed in a new Fund 136 account under each department account series for the department share and in the Dean/School/Unit’s Office series for the Dean/School/Unit’s share. These funds must be utilized to support staff/faculty professional development, travel, supplies, and equipment purchases.

In-load considerations outlined under collaborative information above remain parallel.

Personnel Review Considerations for Faculty Involved in UWLEX degrees (collaborative or UWL-Specific)

Collaborative duties (in-load or overload), because compensated, should not be considered as service to the department. Departmental expectations for service and scholarship should remain unaltered. In-load duties should be treated as reassigned time for personnel review with appropriate documentation from the supervisor.