Course Development Agreement

The purpose of this document is to ensure all involved in the course development process are all aware of and agree to the expectations, evaluative criteria, compensation, and work plan regarding the development of an online course that is funded by the College of Business.

This agreement is made between [Faculty Member] (hereafter called “Subject Matter Expert or SME”) and Ohio University College of Business, for the following described work: development of [Course Number and Name] for primary delivery in the XX program and used across programs and modalities within the College of Business as needed. Under normal circumstances, the faculty member who develops the online course will also be requested to teach the course for the College of Business the first time it is offered. Subsequent offerings of the course may be assigned to others as determined by program or departmental course assignment policies and it is expected that the most updated version of the course will be shared with all faculty members assigned to teach the course.

Course Design and Development
The SME agrees to engage with an OII-assigned instructional designer and adhere to the College of Business Course Development Process and Policy, which is attached to this agreement for reference.

Delivery of the Work
The SME agrees to submit all requested learning materials and supplements and to complete all phases of the course development process according to the agreed-upon project plan schedule for initial delivery of the course in [Term, Year]. Any postponement of delivery must have the written approval of the Program Director and Department Chair/Director.

Copyright
The intellectual property rights of the course SME shall be treated as described in the Ohio University Policy and Procedure 15.015: Copyright and, for University-Sponsored Educational Materials, Ohio University Policy and Procedure 15.006. The SME and Ohio University jointly hold the Copyright. Other instructors assigned by the department to teach this course can freely use and modify this material. The SME has similar rights to use the modified material.

Compensation
The College of Business agrees to pay the Subject Matter Expert the sum of [$0,000.00] for the [development/x% redesign] of [Course Number and Name] as an online course that fulfills the standards established in the College of Business Graduate Programs Overload and Development Pay Policy. Payment will be made following the completion of the course and associated Course Review Checklist, and sign off by Instructional Designer, Chair, and CFO.
Approval
Signatures at the end of this agreement indicate that the SME, Program Director and Department Chair/Director approve the nature and scope of the online course design project and support the delivery of the course in the online format.

Signatures

___________________________________  _________________________
Subject Matter Expert                  Date

___________________________________  _________________________
Program Director                       Date

___________________________________  _________________________
Department Chair/Director               Date

___________________________________  _________________________
Dean/Associate Dean/CFO                 Date