ONLINE COURSE DEVELOPMENT AGREEMENT
ARMSTRONG STATE UNIVERSITY

_______________________________________  ___________________________________________
Name of Faculty Member                  Department of Faculty Member

Armstrong State University (Armstrong) hereby offers an Appointment to develop a new fully
online course, or to convert an existing course to a fully online course, on the following terms
(Check one):

☐ The Faculty Member will develop a new fully online course
☐ The Faculty Member will convert an existing course to a fully online course
☐ Other (describe in detail):

The Faculty Member’s compensation shall be (Check one):

☐ The exclusive use of the following equipment: ________________________________
   This equipment is to be used for teaching, research, or institutional service, and shall remain
   the property of Armstrong.

☐ Course release (describe) ________________________________

☐ Compensation (describe) ________________________________
   After the course has been approved through the Course Quality Review Process managed by
   the Office of Online and Blended Learning, compensation will be paid to the Faculty Member
   through the payroll process, subject to normal deductions and the terms and conditions, below.

Course & Program Description
Degree/Certificate Program and/or Area Name: ________________________________

Course Number and Title: ________________________________

Number of Credit Hours: ________

This course will be part of (check one):
☐ An existing fully online program
☐ An existing hybrid program
☐ A new fully online or hybrid program
☐ An existing fully on-campus program
☐ A new fully on-campus program

When will the course be offered online (term & year): ________________________________

The Appointment shall be subject to the following terms and conditions:
1. Course Components. As required by applicable standards including but not limited to federal
   regulations and Southern Association of Colleges and Schools (SACS) standards, each course
   created or revised pursuant to this Appointment shall contain, at minimum, a syllabus, a course
   description, course objectives and outcomes, weekly lesson and activity plans, weekly
   objectives, readings, discussion boards, individual and/or group assignments, quizzes and/or
   exams. Course components may also include, where appropriate, simulations, field trips, labs,
   clinical experiences, lectures, videos, simulations, handouts, and other components.
2. **Format and Medium.** The course created or revised pursuant to this Appointment, including each of its components, shall be submitted in a medium acceptable to Armstrong and compatible with its Learning Management System (LMS). If a delivery technology is intended for use other than the LMS, such technology delivery is approved by the Department Head and the Director of Online and Blended Learning.

3. **Acceptance by Armstrong.** In order for the course to be reviewed for compliance with quality standards, it must be fully developed prior to submission for review. Upon submission, the Educational Technology Committee Subcommittee for Online Course Review, and/or such other persons or committees Armstrong may appoint will review the Course Components. The review shall evaluate the Course Components’ compliance with applicable standards including but not limited to applicable federal regulations, SACS standards, and Quality Matters standards. This review process may require that the course be revised and resubmitted for review until it is deemed as passing the review criteria. *The course must meet all review criteria prior to it being offered for student registration.* The Director of Online and Blended Learning, or his/her designee, will notify the Provost’s Office, the Registrar, the appropriate college dean, the appropriate department head, and the course developer when the course successfully completes the review criteria.

4. **Resources for Faculty Members.** Armstrong will provide the Faculty Member with various resources to assist with the creation or revision of the Course Components. These resources will include, if feasible, access to the Armstrong LMS, best practice eClassroom templates, access to software available on campus, technical instruction and support though the Instructional Designer and IT Services, assistance with instructional design related to course creation and revision, assistance with assessment and rubric development, assistance with the production, duplications, and distribution of supplementary course materials, both print and multi-media (with appropriate copyright permissions), and technical support from the Instructional Designer, Help Desk, and Library. Faculty Members are encouraged to attend workshops offered by the Armstrong Office of Online and Blended Learning and IT Services.

5. **Intellectual Property.** The Course Components are acknowledged to be the property of the Faculty Member. In consideration of the compensation and support described herein, the Faculty Member hereby grants to Armstrong an exclusive, irrevocable, transferable license to use, reproduce, assign, and modify the Course Components without attribution. In particular, the Faculty Member acknowledges that Armstrong may allow other faculty members to deliver the course. Provided, however, that the Faculty Member will have a right of first refusal to teach the fully online Course as a part of his or her regular academic year workload for two years following the completion date, if the Faculty Member remains a member of the Armstrong faculty with eLearning Faculty Status. Armstrong makes no claim of ownership to original scholarship or scholarly materials created for publication in any other media (including other online course components not associated with this Appointment) by the Faculty Member or other persons, except where otherwise provided pursuant to Armstrong or Board of Regents policies. Further, Armstrong makes no claim of ownership of the Faculty Member’s pedagogical techniques, lecture notes, ideas, or any other materials except as embodied in the Course Components.

6. **Incorporated Copyrighted Material.** Faculty Member represents that all copyrighted materials incorporated into the Course Components are used subject to the Fair Use Doctrine or by permission of the copyright owner.

7. **eLearning Faculty Status.** This Appointment is available only to Faculty Members who have eLearning Faculty Status at Armstrong at the time of the Course Components’ creation or revision, and to Faculty Members enrolled in an eLearning Faculty Status course sequence offered by the Armstrong Office of Online and Blended Learning at the time of the Course Components’ creation or revision.
8. Additional Costs. The Faculty Member has, prior to accepting this Appointment, identified any additional costs (other than assigned texts) associated with the course’s delivery, including but not limited to lab fees, travel expenses, equipment and supplies, etc.

9. Submission of Course Components. The Faculty Member agrees to submit all components of the complete course for review into the Review Management System by ______________________. **If submission date is not met, this agreement shall be null and void.** (NOTE: This date must be in compliance with the Office of Online and Blended Learning’s Timeline for Developing an Online or Blended Course in order for the course to be listed for student registration on time. The date may be renegotiated with the mutual agreement of all parties, if necessary. However, **if the course has not passed quality review by the end of the second week in June, this agreement shall be null and void** and the faculty member will have to go through the process of negotiating a new agreement the following fiscal year.)

10. Upon final approval of this agreement, the course developer must complete the online form at [http://bit.ly/OBL-RequestForm](http://bit.ly/OBL-RequestForm) to start the process of course development/review.

*The undersigned Faculty Member hereby accepts the Appointment described in this document on the terms stated and stipulates this entire agreement has been read and understood.* [Note: The following signatures must be obtained. The Director of Online and Blended Learning will take the form to the Provost for signature.]

________________________________________  ______________________
Faculty Member  Date

________________________________________  ______________________
Department Head Approval  Date

________________________________________  ______________________
College Dean Approval  Date

This section for use by the Office of Online & Blended Learning only.

OBL Development Priority: (Check one)

☐ High  ☐ Medium  ☐ Low

This course is (number) ____ out of ______ courses budgeted for development this fiscal year.

________________________________________  ______________________
Director, Online & Blended Learning  Date

________________________________________  ______________________
Provost Approval  Date

Last Revised: June 26, 2014