



**Memorandum of Agreement and Pre-Approval for Distance Learning (DL) Development**

Name of Course Developer: \_\_\_\_\_ Course Number: \_\_\_\_\_

Title of Course To Be Developed: \_\_\_\_\_

Name of Department: \_\_\_\_\_

**I. Purpose of the Agreement**

This Memorandum of Agreement (MOA) sets out the terms by which the Course Developer will develop the DL course named in this Agreement. Instructional responsibility for this course will be assigned to department faculty at the discretion of the Department Chair, in accordance with the terms of either III.A or III.B, as checked below. To begin and guide the course development, the Course Developer is expected to consult with the designated learning designer from Learning Design Services and complete the most recent version of the Teaching and Learning Online training course on Canvas. This will ensure the new course is built according to best practices for teaching online and relationships are established for ongoing teaching and learning support.

**II. Duration of the Work for Hire**

Development of this DL course will commence on or before: \_\_\_\_\_ (date) and will be completed on or before \_\_\_\_\_ (date).

**III. Description of Scope of Work and Compensation**

Through this agreement, the Course Developer agrees to develop this DL course and be compensated for the course development on one of two models:

- ☐ A. The Departmental Model, per Article 35.6.A of the faculty collective bargaining agreement, with the Department retaining intellectual property rights and the Course Developer receiving a negotiated stipend of \$\_\_\_\_\_. This is a negotiated agreement that locates the intellectual property rights to the online course content and materials within the sponsoring Department. The course may be taught by multiple and varied instructors, as assigned by the Department Chair. The negotiated stipend has been agreed upon by the Course Developer, the University, and the Faculty Staff Union.
- ☐ B. The Non-Departmental ("Individual") Model, per Article 35.6.B of the faculty collective bargaining agreement, with the Course Developer retaining intellectual property rights and receiving a \$3000 stipend. The payment of the stipend shall entitle the Department or College to the continued use of the course content and materials as developed/adapted provided such use is consistent with the terms and conditions specified in the Agreement. The Course Developer shall have the right of first refusal should this course be offered in subsequent semesters. If the Course Developer elects not to teach this course, and another faculty member teaches this course without substantial adjustments in course materials, the College will pay the Course Developer a stipend of \$500 per course offering.

**IV. Payment Schedule and Deliverables**

The Course Developer will be paid the agreed-upon stipend upon the completion of the course development on the terms selected in section III above. This form serves as pre-approval. The work is deemed complete when the course is in alignment with design standards identified and disseminated by Learning Design Services and when approved by the Department Chair or administrative head of the unit where the course resides.

**Stipend Funding Source:** Speedtype: \_\_\_\_\_ Fund: \_\_\_\_\_ Department ID: \_\_\_\_\_

**V. Pre-Approval Signatures (Must follow sequence as listed below).**

Course Developer	_____	Date: _____
Department Chair	_____	Date: _____
Dean	_____	Date: _____
Faculty Staff Union (if A. Departmental Model)	_____	Date: _____
Provost	_____	Date: _____
Learning Design Services	_____	Date: _____