



**Memorandum of Agreement for Online Course 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 online 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.

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

Development of this online 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 online course and be compensated for the course development on one of two models:

A. The 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 intellectual property rights to this online course will not be owned by the Department, but the Department or College is entitled 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 this Memorandum of Agreement and in the collective bargaining 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 originating Course Developer will be paid a stipend of \$500 per course offering.

Signature of Course Developer \_\_\_\_\_ Date: \_\_\_\_\_

B. The Department 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 will 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.

Signature of Course Developer \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Staff Union \_\_\_\_\_ Date: \_\_\_\_\_

**IV. Payment Schedule and Deliverables**

The Course Developer is paid the agreed-upon stipend upon the completion of the course development on the terms selected in section III above. The work is deemed complete when the course is in alignment with design standards identified and disseminated by eLearning and Instructional Support (eLIS) and approved by the Department Chair or administrative head of the unit where the course resides.

**V. Approvals:** Online Administrator \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

Dean \_\_\_\_\_ Date: \_\_\_\_\_

Provost \_\_\_\_\_ Date: \_\_\_\_\_