**Online Course Development Agreement**

A fully online course is one in which a student may complete all aspects of the course online, including (but not limited to) lectures, assignments, exams, and discussions. The faculty member is not necessarily responsible for loading the content into the learning management system (LMS), but must at least provide the information via Word, Excel or PDF files to the Instructional Designer who will build the course. Or, if the faculty member chooses, s/he may load the content directly into the LMS (following the completion of certification courses CTL 302 and 303).

To initiate the process, the faculty member should arrange a time to speak with their assigned Instructional Designer. This initial meeting will be for the purpose of establishing expectations and a timeline for completion of the work. It is recommended that a few meetings are held throughout the process to ensure the work is on track for the final due date. For this agreement to be considered complete, the faculty member must provide the content as described in the Course Content Guidelines (included or attached). These guidelines include: Guidelines, Content Pages, Weekly/Unit Introductions (lectures), Objectives/Outcomes, Reading Content, Multimedia Content, Assignments and Discussion Forums.

If the faculty member chooses to use any audio, visual aids or web content, it is the faculty member’s responsibility to create and/or locate the content. The assigned Instructional Designer will assist in capturing and/or converting the content for upload into the LMS.

The faculty member completing this work acknowledges that they are providing content for a course that will be the property of Union Institute & University. The faculty member further acknowledges that they may or may not be asked to teach this course. Their responsibility is to provide content that is adequate to teach the course regardless of the instructor. Thus, the content should not make specific reference to the instructor.

Content should be submitted as soon as it is available if an instructional designer is building the course. Upon all content being submitted to the Instructional Designer working on the course, the Designer will have two weeks to load all content, and then an additional week will be provided for review of the completed course by the Department Chair and Director of Information Technology. The first two weeks may be bypassed if the course is properly loaded directly into the LMS by the faculty member. Once the course has been accepted by the Director of Information Technology and Department Chair., the stipend will be paid within four weeks.

**Faculty Name:**

**Course ID & Name:**

**Date of Agreement:**

**Final Due Date for Content:**

**Stipend for Course: $**

**Instructional Designer Assigned:**