

**HSU eLearning Quality Assurance Policy  
Appendix A**

**eLearning Course Development Contract**

**Instructor Information**

Name: \_\_\_\_\_ HSU ID: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Department: \_\_\_\_\_

**Proposed eLearning Course Information**

Department/Program Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Student Credit Units: \_\_\_\_\_  
Course Title: \_\_\_\_\_

**eLearning Development Proposed**

\_\_\_ Develop an eLearning course not offered in this mode at Humboldt State University  
\_\_\_ Substantially modify an existing eLearning course to the extent that compensation will be awarded  
Indicate Scope of Work: \_\_\_\_\_

**Development Timeline**

Course development start date (month/day/year): \_\_\_\_\_  
100% completion and initial course review target date (month/day/year): \_\_\_\_\_

*The Associate Vice President of CEEE or their designee will review the initial course within 10 business days of written notification of its availability for review and provide written approval or revision requirements. The review will be based Appendix A: Quality of Online Learning and Teaching (QOLT) Instrument in the eLearning Quality Assurance Policy.*

Course development completion date (month/day/year): \_\_\_\_\_  
*Must be at least 30 days before the eLearning course offering term start*

Target term for eLearning course offering: \_\_\_ Spring \_\_\_ Summer \_\_\_ Fall of 20 \_\_\_

**Instructor Compensation for Development of eLearning Course**

*Compensation will be based on standardized rates published by CEEE. Fifty percent of cash compensation will be paid within 30 days of notice of the availability of the course for initial review. The remainder will be paid within 30 days of course approval. Assigned time may be granted in lieu of cash compensation as noted in the published standardized rates schedule. Assigned time must be approved by the Associate Vice President for College of eLearning and Extended Education and in consultation with the Department/Program Chair and the academic college dean. Neither monetary compensation nor assigned time, without further contractual specifications, are considered "extraordinary support."*

Monetary Compensation Amount: \_\_\_\_\_  
Term of assigned time: \_\_\_ Spring \_\_\_ Summer \_\_\_ Fall of 20 \_\_\_  
College Funding Source: \_\_\_ CEEE \_\_\_ CNRS \_\_\_ CPS \_\_\_ CAHSS

**CEEE Support for eLearning Course Development**

CEEE will assign an instructional designer to support the instructor in creating the appropriate technological architecture for a given course. The instructor/instructional designer will schedule and meet \_\_\_ hours per \_\_\_\_\_ (time period) during the development time period noted above. Instructional design support is not considered "extraordinary support."

### Intellectual Property

Unless explicitly released below, the instructor will retain control of their intellectual property and the copyright to all the original academic materials developed for the eLearning course. CEEE will retain the right to use the technological architecture for future instruction purposes.

### Breach of Contract

If the proposed course does not meet quality assurance standards by the course development completion date, the agreement will be considered in default. Such a breach may result in the reduction of compensation and possible cancellation of the course for the target term. If CEEE support is not provided or found inadequate as outlined herein, the instructor may retain compensation. Decisions about contract breach and results will be referred to the CEEE Advisory Committee and appeals will be decided through the terms of the collective bargaining agreement of the California Faculty Association.

### Administrative Approvals

Department Chair:

Signature:

Date:

College Dean:

Signature:

Date:

Associate Vice President, CEEE:

Signature:

Date:

*I have read, understand and agree to the above course development contract provisions. I have been provided with CEEE eLearning Quality Assurance Policy, related appendices and the standardized rates for online course development compensation. I understand and agree to the provisions therein.*

*Royalty free licenses grant control to a second party (e.g. University) of copyright covered materials or intellectual property of the first party (e.g. instructor) without requiring compensation, fees or royalties, from second party to the first party. As an author of original writing or other intellectual property, while you retain copyright, you may grant the University a royalty free license to your intellectual property. Indicating "no" below will in no way effect your employment standing nor have an impact on future opportunities to contract with CEEE.*

*I agree to provide Humboldt State University with a royalty free license to the original academic content that is a product of this contract. ☐ yes ☐ no  (initials)*

### Instructor Approval

Instructor:

Signature:

Date: