

Humboldt State University
College of eLearning and Extended Education (CEEE)
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 that is currently 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 on the eLearning course assessment rubric that is referenced 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 amount: _____

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. **Compensation, without further contractual specifications, is not considered "extraordinary support."**

Assigned time may be granted in lieu of cash compensation with the approval of the Associate Vice President for College of eLearning and Extended Education and in consultation with the Department/Program Chair and the academic college dean. If assigned time is awarded, indicate the term in which the award will appear in the instructor workload:

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 (or the course shell) 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: _____ Date: _____

College Dean: _____ Date: _____

Associate Vice President, CEEE _____ Date: _____

I have read, understand and agree to the above course development contract provisions. I have been provided with CEEE eLearning Quality Assurance Policy and the related appendices and 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: _____ Date: _____