**FACULTY AGREEMENT/TIMELINE FOR**

**ONLINE COURSE DEVELOPMENT**

COLLEGE: Insert the name of College

DEPARTMENT NAME: Insert name of deparment

COURSE NAME: Insert the name of course COURSE NUMBER: the Insert course number

INSTRUCTOR NAME: Insert the name of instructor

Is this course part of an Online Program: (*Yes*) (*No*)

Program Name: Insert the name of the program

NOTE: THE ITEMS IN THIS AGREEMENT APPLY TO NEW AND RETURNING/REVISED COURSES

**FACULTY AGREEMENT**

The following tasks must be completed in their entirety, based on the timeline given below. The agreement must be signed before Workshop begins. Support for a course delivered via Blackboard is also subject to this condition. All items, tasks, and deadlines apply to new and returning/revised courses. Some items may require documentation of completion.

It is the responsibility of the UTRGV Faculty (***Subject Matter Expert***) to meet the deadlines of this course development plan laid out by the Center for Online Learning and Teaching Technology (*COLTT*) Instructional Design Team.

By signing this agreement, I, Dr. Insert name of the instructor, agree to:

* Complete the Applying the Quality Matters Rubric Workshop prior to the workshop start date.
* Attend & participate in scheduled trainings for this workshop.
* Abide by the due dates provided and submit all assigned work and participate in all discussions on time.
* Be responsible for developing and submitting all course content to COLTT prior to the dates specified in the timeline below.
* Develop required micro-lectures for each week of the course.
* Create, upload, edit, and preview course content and assessments in Blackboard.
* Develop both formative and summative assessments.
* Keep in close communication with my assigned Instructional Developer/Designer.
* become familiar with Texas Higher Coordinating Board requirements for [Distance Education Instruction](http://www.thecb.state.tx.us/index.cfm?objectid=B9959530-E985-8C9F-3867A0F4CB0234B7) and UTRGV Institution [Policy for the Design and Delivery of Distance Education Courses and Programs](https://www.utrgv.edu/academicaffairs/_files/documents/faculty-resources/a-a%20policy%20for%20de%20courses%20and%20programs.pdf)

**EXPECTATIONS OF COLTT**

* COLTT will provide instructional design, technical training, and support to Faculty. Identify course design tools including but not limited to: effective learning strategies related to instructional design, current assessment tools, and instructor/student interaction techniques.
* COLTT will train Faculty to create, upload, edit, and preview course content in Blackboard.
* Maintain a “course repository” for project documents, online course templates, relevant public domain tools, and materials.
* COLTT will inform the Faculty of delays, concerns, etc. that may impact the timely delivery of a course.

**WORKSHOP & COURSE DEVELOPMENT TIMELINE**

I Insert the name of instructor agree to keep to the timeline provided below:

|  |  |  |
| --- | --- | --- |
| **Dates** | **Description** | **Comments** |
|  | **Certify Faculty on Applying the Quality Matters Rubrics** |  |
| **Week 1** | **Module 1: An Introduction to Instructional Design** |  |
| **Week 2** | **Module 2: Introduction to Instructional Design and Learning Objectives** | 2 weeks long |
| **Week 4** | **Module 3: Accessibility**  |  |
| **Week 5** | **Module 4: Assessments & Rubrics**  |  |
| **Week 6** | **Module 5: Activities**  |  |
| **Week 7** | **Module 6: Materials**  |  |
| **Week 8** | **Module 7: Technology**  |  |
| **Week 9** | **Module 8: Course Overview & Development \*Begin Course Development\*** |  |
| **Week 10** | **Module 9: Online & Social Presence**  |  |
|  | **Course Development Completed** |  |
|  | **First Internal QM & Accessibility Review and Revision** |  |
|  | **Second Internal QM & Accessibility Review and Revision** |  |

Live sessions will take place on agreed upon date and time.

**FACULTY COMPENSATION**

A $5,000 stipend for faculty will be processed ($3,000 to each faculty if co-develop) via ePAF after all assigned tasks are completed in the workshop and the course has met expectations through the Quality Matters review process managed by COLTT. Stipends are subject to normal deductions. If faculty is developing a second+ course, a $3,000 stipend will be processed (1,500 for each faculty if co-develop) after completing the design and second review (QM Internal Review). Processing the stipend requires the approvals of the Dean of Insert name of College and the Director of COLTT.

This Agreement is signed and executed as of the date indicated.

|  |  |  |  |
| --- | --- | --- | --- |
| Inset Faculty nameFaculty | Date | Insert the name of the dept. chairDepartment ChairInsert dept. name | Date |
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| Francisco Garcia, Director,Center for Online Learning and Teaching Technology | Date |
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