17.02.02.L1.99  Compensation for Online Course Development

Standard Administrative Procedure Statement

The purpose of this SAP is to explain compensation available for those who develop online courses and the criteria for qualifying for and receiving these payments.

Definitions

Online Course – a course which may be taught 100% online with the possible exception of exams which may be proctored at a specified location. A student should not be required to take exams solely on the TAMIU campus to complete an online course.

QM – Quality Matters. The certification program TAMIU has elected to use to assess the quality of online courses.

Procedures and Responsibilities

1. NEW COURSE DEVELOPMENT

1.1 A faculty member who is developing a new, approved, online course will be compensated at a rate of $3,600 per course.

1.2 An initial payment ($2,400) will be made after the course has been developed to Quality Matters (QM) standards, taught for the first time and submitted for internal review. To qualify for compensation, submission must be within three months of teaching the course.

1.3 Faculty members who have not been trained on Quality Matters (QM) will have to attend training prior to beginning the development of the course.

1.4 The final payment ($1,200) will be made after the course has approved through the internal review process and submitted to QM for certification. Courses not submitted to QM for certification will be phased out.

1.5 The same procedure will be followed for adjuncts and those outside the University developing courses.
2. REDESIGN OF EXISTING ONLINE COURSES TO MEET QM STANDARDS

2.1 A faculty member will receive $1,200 for an approved redesign of an existing, online course that was developed and taught independent of the process described above.

2.2 Faculty members who have not been trained on Quality Matters (QM) must attend training prior to beginning the redesign of the course.

2.3 Payment will be made once the course had been successfully reviewed through the internal review process and submitted to QM for certification.

2.4 Existing courses not redeveloped to Quality Matters (QM) standards will be phased out.

3. REQUIRED APPROVALS

3.1 Approval for the development of an online course or the redesign of an existing online course will follow the process outlined on the Office of Instructional Technology and Distance Educational Services website (www.tamiu.edu/distance).

3.2 Applications for development or redesign of online courses must have the approval of the Department Chair, College Dean and the Provost. Courses that are part of graduate or undergraduate programs that are marketed as online and courses that would fulfill the undergraduate core requirement will be given priority.

For clarification or interpretation, contact the Office of the Provost and VPAA.