



Standard Administrative Procedure (SAP)

11.99.99.L0.01 Compensation for Online Course Development

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Procedure Statement and Reason for Procedure

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

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 \$3,000 per course. In the event of more than one (1) developer, compensation will be divided equally among developers. A separate contract will be issued to each developer. Faculty members developing online courses must successfully complete required Quality Matters (QM) workshops, work with an assigned instructional designer throughout the course development and complete the QM certification process.
- 1.2 Payment in full (\$3,000) will be made after the course has been successfully reviewed and certified through QM and a post-review meeting with the assigned instructional designer (ID) has taken place. Faculty members submitting courses for QM certification and for eventual payment must successfully complete any revisions deemed necessary to achieve QM certification before becoming eligible for payment.

- 1.3 The same procedures and payment rates and schedules will be followed for adjunct faculty and those developing courses outside Texas A&M International University (TAMU).

2. REDEVELOPMENT/RECERTIFICATION OF QM COURSES

- 2.1 Courses that have reached or surpassed the five-year QM certification mark or have department chair approval before the five years will be considered eligible for redevelopment/recertification. A faculty member who is recertifying a course will be compensated at a rate of \$ 1,500. Payment will be made once the course has been successfully reviewed and certified through QM and a post-review meeting with the assigned ID has taken place.

3. REQUIRED APPROVALS

- 3.1 Approval for the development of an online course or the redevelopment/recertification of an existing online course will follow the process outlined on the Office of Instructional Technology and Distance Educational Services website at www.tamui.edu/distance.
- 3.2 Applications for development and redevelopment/recertification of online courses must have the approval of the Department Chair, College Dean, and the Provost. Courses which are part of graduate or undergraduate programs that are marketed as online programs or courses that would fulfill the undergraduate core requirement will be given priority over all other courses.

Definitions

Distance Education Course: A course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are in separate physical locations. As defined by the Texas Higher Education Coordinating Board (THECB), the definition of a distance education course does not include courses with 50 percent or less instruction when the student(s) and instructor(s) are in separate physical locations. Two categories of distance education courses are defined:

- (A) 100-Percent Online Course: A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. Requirements for on-campus or in-person orientation, testing, academic support services, internships/ fieldwork, or other non-instructional activities do not exclude a course from this category.
- (B) Hybrid Course: A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. These courses are coded as hybrid in the University course schedule.

Quality Matters (QM): A nonprofit organization that focuses on ensuring and improving the quality of online education. It provides a research-based, peer-reviewed set of standards used to evaluate the design of online and blended courses. TAMIU has elected the QM Certification Program to assess the quality of online courses.

Contact Office

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