



Standard Administrative Procedure (SAP)

11.99.99.L0.01 Compensation for Online Course Development

First Approved: December 13, 2013 *(formerly numbered as SAP 17.02.02.L1.99)*
Revised: March 18, 2019
Next Scheduled Review: March 18, 2024

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 these payments.

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. In the event of more than one developer, compensation will be divided equally among developers. A separate contract will be issued to each developer. Faculty members developing online courses are expected to work with an assigned instructional designer throughout the course development and Quality Matters (QM) certification process.
- 1.2 Faculty members who have not completed a QM workshop will have to complete a workshop prior to or during the semester in which the course is scheduled to be delivered for the first time.
- 1.3 Payment in full (\$3,600) will be made after the course has been approved through an internal review process and successfully reviewed and certified through QM. Faculty members submitting courses for QM certification and for eventual payment must complete successfully any revisions deemed necessary to achieve QM certification before becoming eligible for payment. Courses not submitted to QM for certification will be phased out.

- 1.4 The same procedures and payment rates and schedules will be followed for adjuncts and those outside Texas A&M International University (TAMIU) developing courses.
2. **REDESIGN OR ACCELERATION 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 independently of the process described above.
 - 2.2 Faculty members who have not completed a QM workshop will have to complete a workshop prior or during the semester the course is scheduled to be delivered for the first time.
 - 2.3 Payment in full (\$1,200) will be made after the course has been approved through an internal review process and successfully reviewed and certified through QM.
 - 2.4 Existing courses not redeveloped to QM standards will be phased out.
3. **RECERTIFICATION OF QM COURSES**
 - 3.1 Courses that have reached the five-year mark since receiving QM certification will be considered eligible for recertification, ONLY if the course has not experienced substantial changes. A faculty member that is recertifying a course will be compensated at a rate of \$1,200. Payment will be made once the course had been successfully reviewed and certified through QM.
 - 3.2 Courses that have experienced substantial changes will be considered for a full, official QM review and certification. Faculty members will be compensated at a rate of \$3,600 per course after course has successfully met QM certification.
4. **REQUIRED APPROVALS**
 - 4.1 Approval for the development of an online course or the redesign or recertification of an existing online course will follow the process outlined on the Office of Instructional Technology and Distance Educational Services website at www.tamtu.edu/distance.
 - 4.2 Applications for development, redesign, and recertification of online courses must have the approval of the Department Chair, College Dean, and the Provost. Courses part of graduate or undergraduate programs that are marketed as online or courses that would fulfill the undergraduate core requirement will be given priority over all other courses.

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.

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

Substantial Changes – A course that has experienced more than 20% changes due to any of the following reasons:

- The institution has changed its learning management system (LMS) where the course is hosted, and revisions and reformatting for the new LMS requires substantially more time than would be necessary to redesign courses for face-to-face delivery.
- The textbook has been changed AND the course design was constructed around the textbook. (It should be noted that whenever possible courses should not be designed around textbooks but around concepts and the learning outcomes of a course with course materials selected later to advance these goals).
- The QM Alignment Standards are changed due to a textbook update or a new textbook, but the work required to revise the course should require substantially more time than would be necessary to redesign courses for face-to-face delivery.
- Redesign of a course due to increasing or decreasing credit hours.

Contact Office

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