

## Course Redesign Agreement

I understand and agree that the course I am redesigning for Arkansas Tech University is a “Work Made for Hire” as defined in the Course Ownership Policy, which is included in the Faculty Handbook. The policy regarding “Work Made for Hire” is as follows:

*Arkansas Tech University may enter into a contract with an employee of the University to develop a specific online course or other distance learning product. Pursuant to the terms of the contract, the employee will be paid for the development of the course. The University will also provide all resources for the work and the work is to be carried out totally as a part of the faculty or staff member's assigned time.*

*When the University contracts with an employee for to develop a specific online course or other distance learning product, it will be considered a work made for hire for a period of two years from the date the course is first offered. However, two years after the course has been developed, and upon approval of the Vice President for Academic Affairs, the course can also be used by the employee who developed it, for other teaching, research and scholarly purposes.*

I understand that I will not be compensated for redesigning the course until it has received all necessary approvals and I have received appropriate online training. Failure to meet course redesign deadlines without prior approval will be viewed as breach of contract and result in reducing or eliminating the compensation amount (\$3,500 F2F to Online/Hybrid, \$4,000 F2F to Hyflex, \$500 if creating both 15 and 8 week options, \$1,000 for converting existing Online/Hybrid course that you have taught to Hyflex, \$1,000 for substantially upgrading/overhauling an existing online course).

By signing below, you agree that you have reviewed the checklist and other items for course redesign that are included in this agreement. To receive compensation, you consent to abide by this agreement and deliver a course that meets all the University’s quality standards by the deadlines. **Deadline for submission of this request is December 10 for any desired course conversion to be completed during the January-March 2022 quarter and a deadline for submission of**

**February 1 for any desired completion during April-May 15, 2022.**

### Developer Information

Name: \_\_\_\_\_ T#: \_\_\_\_\_ Dept: \_\_\_\_\_

### Course(s) to be Redesigned

Prefix: \_\_\_\_\_ Number: \_\_\_\_\_ Title: \_\_\_\_\_

Software Required by Student \_\_\_\_\_ Textbook ISBN \_\_\_\_\_

**Length:** 15 Week:  8 Week:  Other:  If Other, Specify: \_\_\_\_\_

**Original Modality:** F2F:  Hybrid:  Hyflex:  Online (Synchronous):  Online (Asynchronous):

**Redesigned Modality:** Hybrid:  Hyflex:  Online (Synchronous):  Online (Asynchronous):

**Semester to be Delivered in Redesigned Modality:** \_\_\_\_\_ **Redesign Due:** \_\_\_\_\_

### Acknowledgments

- 1  I understand this proposal is not complete until approved and signed below by myself, my Department Chair, and my Academic Dean
- 2  I understand that I am responsible for obtaining desk copies of textbook(s) and related material.
- 3  I understand that I must complete the redesign of this course before the end of the contractual period or face a penalty reducing or eliminating the compensation amount.
- 4  I understand that I must complete all necessary training, including T2TOL and advanced trainings appropriate to the new modality. If you have not previously completed the required training, please submit a Request for Online or Hyflex Training form in order to have your training costs subsidized.

Compensation Amount: \_\_\_\_\_

Signature of Developer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_