MEMORANDUM OF UNDERSTANDING

Online Course Development

This agreement is made between __________________________________ (Hereafter called Faculty) and Ohio University – Chillicothe, for the following described work:

Development and delivery of __________________________________________________ (insert course name and number) as a term-based, online distance-learning course for delivery to students, wherever they reside.

Ohio University – Chillicothe agrees to pay the Faculty the one-time sum of $600 per credit hour for the development of the class listed above as a term-based online distance learning course. The course must be hosted on the University’s Course Management System (currently Blackboard). The Faculty hereby agrees that they have not already received payment, nor will they accept payment for development of this course from another source, and that he/she is responsible for the development of the course.

Fifty (50%) percent of the fee will be paid upon demonstration to the Online Task Force Committee of course content prepared in accordance with the Ohio University-Chillicothe Online Course Approval Form and deemed ready to be implemented by the committee. Appropriate approvals of the Department Chair/Program Coordinator, and Associate Dean, as well as proof of completion of any assigned faculty online training are also required prior to disbursement of funds. The remaining 50% will be paid after delivery of the course in a timely manner with a Chillicothe call number to online students.

The Faculty agrees that the copyright and all rights pertaining to the copyright for the course developed under this agreement shall be owned by Ohio University – Chillicothe and agrees to assign all rights to Ohio University – Chillicothe. The Faculty is not permitted to use this course for instruction for compensation at any other institution. Upon request, the Faculty may be granted a royalty-free license for the purpose of incorporating all or a portion of the developed course in some other work that the Faculty may create. The University reserves the right to deny such license if it is determined that the other work is so substantially like the developed course that it merely constitutes a reprint or revision.

The Faculty member will be asked to teach the course first during terms when the course will be offered. However, if the Faculty is not available or chooses not to teach the course during any given term, it is understood that Ohio University – Chillicothe may assign another instructor to deliver the course. If the Faculty member departs from the University, Ohio University –
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Chillicothe reserves the right to revise, adapt, and assign the course to a replacement instructor approved by the Department Chair/Program Coordinator and Associate Dean.

The faculty member agrees to revise and update the course developed under this agreement as needed or as requested by the Department Chair/Program Coordinator and/or Associate Dean. The Faculty further agrees that if he/she cannot make requested revisions, Ohio University – Chillicothe will be free to make other arrangements for such revisions.

Signatures:

Faculty

Date

Campus Dean

Date