Application for Extra Compensation for Development of a Fully Online or Hybrid/Blended Course for the Online Environment

Please refer to the procedure for applying for this extra compensation as published in the UNM-Valencia Instructional Council Policies Manual.

Faculty Member, please fill in the following:

<table>
<thead>
<tr>
<th>Faculty member's name (print or type)</th>
<th>Faculty member's UNM banner ID number</th>
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Semester or year completed approved training (provide documentation if received training somewhere else other than UNM-Valencia)  | Year:  |

<table>
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<tr>
<th>Course proposed for development (course department, number, and name as appears in catalog)</th>
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Semester/time period of development:  | Semester of implementation:  |

Rationale for offering the course(s) in a new format, or for the redesign of this course:

Summary and scope of anticipated work:

☐ Syllabus for the course listed above attached.

I declare that I have followed copyright laws in providing materials in the course developed. I understand that the course as a whole becomes the intellectual property of UNM-Valencia as described in Section E70 of the Faculty Handbook [http://handbook.unm.edu/policies/section-e/e70.html](http://handbook.unm.edu/policies/section-e/e70.html).

Faculty Member’s Signature  | Date

_____________________________________________________________________

Revised February 16, 2020
For administrative use only

Division Chair and Dean of Instruction (please complete)
This course (pick one)

☐ has never been offered online or as a hybrid course before at UNM-Valencia.

☐ has been offered before as an online or hybrid course but has not yet been through a QM Internal Review. Request that the committee conduct a review as soon as possible to determine quality of the existing course.

☐ has been offered before as an online or hybrid course and has been through a QM Internal Review. The existing course met only ____ of the twenty-one 3-point essential standards.

Comments:

The undersigned approve the development of this fully online or hybrid/blended course for use at UNM-Valencia.

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Date</th>
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<tr>
<td>Yes</td>
<td>No</td>
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Division Chair Name & Signature

Dean Name & Signature

FOTRC Chair Name & Signature (indicates approval by the UNM-Valencia FOTRC)

Revised February 16, 2020
Approval of Compensation Level:

☐ This is a full development of a course new to the online environment or one that met 6 or fewer of the twenty-one 3-point required QM standards. Instructor paid $167.00 per credit hour, up to a max of $500 for the course development.

☐ This is a re-design of a course that met at least 7 but no more than 12 of the twenty-one 3-point required QM standards. Instructor paid two-thirds of $167.00 per credit hour, up to a max of $334 for the course development.

☐ This is a re-design of a course that met at least 12 but no more than 16 of the twenty-one 3-point required QM standards. Instructor paid one-third of $167.00 per credit hour, up to a max of $167 for the course development.

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<th>Compensation level approved</th>
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<tr>
<td><strong>Initials</strong></td>
<td>Dean</td>
</tr>
<tr>
<td></td>
<td>Division Chair</td>
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<tr>
<td></td>
<td>FOTRC Chair</td>
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The following verification is to be completed during or at end of first semester the course is offered as a hybrid or online course.

☐ Course is complete and meets the required Student Learning Objectives.

Dean or Division Chair’s Signature                      Date

____________________________________________________________________

☐ Course shell has been archived for future use.

Faculty Member’s Signature                           Date

____________________________________________________________________

Revised February 16, 2020