**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:

|  |  |
| --- | --- |
| **Faculty member’s name (print or type)** | **Faculty member’s UNM banner ID number** |
|  |  |
| Semester or year completed approved training (provide documentation if received training somewhere else other than UNM-Valencia) | **Year:** |
| **Course proposed for development** (course department, number, and name as appears in catalog) |  |
| 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>.

Faculty Member’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

|  |  |  |
| --- | --- | --- |
|  | Recommendation | Date |
|  |  Yes | No |  |
| Division Chair Name & Signature |  |  |  |
| Dean Name & Signature |  |  |  |
| FOTRC Chair Name & Signature (indicates approval by the UNM-Valencia FOTRC) |  |  |  |

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.

|  |  |
| --- | --- |
| Compensation level approved  | $ |
| **Initials**  | Dean | Division Chair  | FOTRC Chair |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_