

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

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 and proposed schedule for the course attached.

I declare that I have followed copyright laws in providing materials in the course developed. I understand that the course as a whole or in part 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

By signing above, you agree to offer the course at least 3 semesters as assigned (these do not need to be sequential), you understand that the content in courses that receive development compensation is owned jointly by the instructor and UNM-Valencia, and can be reused in part or in whole for subsequent UNM online courses, and you agree to the stipulations and timeline for development of the course as stated herein for transfer of development compensation.

Revised July 17, 2018

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 ____ of the twenty-three 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 re-design of one that met 7 or fewer of the twenty-three 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 8 but no more than 13 of the twenty-three 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 13 but no more than 17 of the twenty-three 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. An alignment worksheet is attached (provided by instructor).

Dean or Division Chair's Signature

Date

☐ Course has been archived for future use.

Faculty Member's Signature

Date
