

SAP 11.99.99.T0.01 External Course Development Projects



Approved: January 12, 2015
Next Scheduled Review: January 12, 2020

Procedure Statement

This standard administrative procedure (SAP) applies to all employees of Tarleton State University (Tarleton) and any other entities seeking monetary compensation for course development from the Center for Instructional Innovation (CII).

Reason for Procedure

This SAP addresses the guidelines for requests for external course development projects.

Definitions

External: An external project is anything that falls outside the fundamental mission or practice of the CII. Therefore, if the request is not internal course development services, it is considered external course design.

Project Scope: Requesters will need to define the objectives, deliverables, schedule, and if necessary budget information of the external course development project. If this project will require future work/updates, that information should also be included.

Deliverable: The final product delivered in the format requested (i.e. online, on-ground, etc.) with all supporting documentation.

Constraints: The amount of time, resources, and money needed to complete the project.

Subject Matter Experts (SMEs): The non-Tarleton individuals who have the subject matter expertise and necessary credentials to complete the course development process.

Course Development Contract: A contract between Tarleton and the SME to develop a course(s) for Tarleton.

Procedures and Responsibilities

1. GENERAL

- 1.1 External course development requests will be sent directly to the manager of Faculty Training and Innovation in Teaching or the director of the CII.
- 1.2 The requestor will submit the complete Project Scope Form via e-mail to CII. The director will be copied on all correspondence regarding the request. (see Appendix A)
- 1.3 The department head or dean and director will meet to discuss the impact on CII employees and resources.
- 1.4 Upon the agreement of the director of the CII and college dean, written approval will be provided to the requestor to proceed with the external course development project, including cost agreement. Costs are negotiable (CII may pay up to 50 percent of the costs).
- 1.5 The program department head and the director of CII will generate the Contract for Course Development with the SME. Prior to finalization, the contract will be vetted through appropriate Tarleton channels, including, but not limited to the Division of Finance and Administration.

2. SHARED RESPONSIBILITY

- 2.1 CII and the program/department requesting external course development will share the course development cost. The cost allocation to CII will not exceed 50%.

3. MATERIALS OWNERSHIP

- 3.1 Once the contract is approved, all materials developed for this project become the exclusive property of Tarleton.

4. CONTRACT PAYMENT

- 4.1 The program department head will provide updates, notify CII of payment schedules, and approve all work of the SME.
- 4.2 Payment will not be processed until the work has been completed to the satisfaction of the dean and department head, who will then notify CII to process payment.
- 4.3 The contract will pay no more than \$2500 per course to the SME.

5. LIMITATIONS

- 5.1 Any course development work that has commenced or been completed prior to the approval of the director of CII will be the total financial responsibility of the originating department.

Related Statutes, Policies, or Requirements

[SAP 25.07.01.T0.01, *Contract Administration*](#)

Contact Office

Center for Instructional Innovation
254.968.9060

Appendix A – Project Scope From

See form beginning on next page.



External Course Development Project Scope

Date: _____ TSU Course Code: _____

Course Title: _____

Course Developer Name: _____

Course Developer's Address: _____

Phone number: _____ Cell phone: _____

Course Delivery Deadline: _____

Course Delivery Mode:

- Online Course
- Hybrid Course
- On-ground Course

Course Deliverables:

- Course Introduction
- LMS Access/Instructions
- Syllabus
- Gradebook Setup
- Course Calendar
- Course Goals/Expectations
- Modules (list number): _____
- Threaded Discussion(s)
- Quizzes: (list number) _____
- Final Exam
- Additional Exams (list number): _____
- Assignments (list number): _____
- Rubric (list number): _____
- Media File(s) (list number and type): _____
- Lecture File(s): _____



Additional deliverable items (please list):

Authorizations:

Department: _____

Department Head: _____

Department Head (please print): _____

Budget/Account number: _____ Amount: _____

Date: _____

Center for Instructional Innovation:

Signature: _____

Name (please print): _____

Budget/Account number: _____ Amount: _____

Date: _____