

**Stipend-Earning Guidelines for Online Course Development  
Per Article 35.6 of FSU/MTA Collective Bargaining Agreement**

The University will pay course development stipends to faculty members designated by Department Chairs/Program Directors to develop online/distance learning (DL) courses, as authorized within budgetary boundaries by Deans and online administrators. The stipend for courses developed on the "Individual Model" described under Article 35.6.B of the 2017-20 FSU/MTA collective bargaining agreement shall be \$3000. The stipend for courses developed on the "Department Model" described under Article 35.6.A shall be negotiated among the course developer, the University, and the FSU.

Faculty members will be paid the course development stipend when the online course development process is complete, and the course is ready to be taught.

**Development Process**

1. The University agrees to fund the development of online courses under the stipend model when contacted by the Department Chair or Program Director of the academic unit sponsoring the course, subject to budgetary authorization by the relevant college dean and by online administration. The attached Memorandum of Agreement for Online Course Development form should be filled out and signed by all parties before any work commences.
2. Course developers pursuing the "Individual Model" agree to abide by Article 35.6.B of the collective bargaining agreement, which reads as follows:

*College Use—\$3000 Payment for non-Departmental DL course development shall entitle the College to the continued use of the course content and materials as developed/adapted provided such use is consistent with the terms and conditions specified in this Agreement. The originating faculty member shall have the right of first refusal should this course be offered in subsequent semesters. If the originating faculty member elects not to teach this course, and another faculty member without substantial adjustments in course materials teaches this course, the [University] shall pay to the originating faculty member a stipend of \$500 per course offering.*
3. Chairs/directors may, alternatively, wish to pursue development of an online course under the "Department Model" described under Article 35.6.A of the collective bargaining agreement, by which "a separate intellectual property agreement may be made among the faculty member, the University, and FSU when a department wishes to have the faculty member originate/create/develop a DL course to be assigned to multiple and varying instructors ("Departmental DL course"), and the department retains the intellectual property rights to the Departmental DL course content and materials."
4. Agreement on development terms (as specified in the Memorandum of Agreement for Online Course Development [MOA] form) should normally be confirmed at least three months before the intended launch date for the course. Exceptions to this rule must be approved by all signatories to the MOA form.
5. After the University enters into agreement with a Department Chair or Program Director to fund a specific instructor to develop a specific course, an eLearning and Instructional Support staff member will contact the designated course developer to review steps in the development process.

6. Faculty members teaching online for the first time are required to complete a self-paced online tutorial – the Blackboard Self-Paced Course—which provides an activity-based, guided, and assessed application of best practices for developing online course in the University’s learning management system (LMS), Blackboard Learn 9. Any course developer working to develop a new online course for a stipend who has not completed the UMass Boston training *within 3 years of the date of the ‘Memorandum of Agreement’ form* is encouraged to complete the then-current version of the Blackboard Self-Paced Training Course.
7. Faculty members required to train (or re-train) begin the training/re-training process by completing [the online form linked to here](#). Completing the form triggers the creation of a Blackboard Self-Paced Training Course workspace (aka “training shell”) for the course developer in Blackboard and alerts the eLearning and Instructional Support team (eLIS) that a new faculty Blackboard trainee is beginning the training/re-training process. Successful completion of the Blackboard Self-Paced Training Course involves review and understanding of all course design activities in the training shell and a self-administered proficiency check list. This checklist provides the course developer with an assessment of the concepts learned through completion of the Training Course.
8. After completion of the Blackboard Learn Self-Paced Training Course and self-administered proficiency checklist, the course developer schedules a course design launch consultation with a design team member of the eLearning and Instructional Support department. The consult will address the course design concepts in the Training Course tutorial and suggested approaches for designing the initial two weeks of course content.
9. At any point in the course development process, course developers are encouraged to confer (in person or remotely) with an eLIS design team member making contact via either email or a campus visit.
10. Email [elearning@umb.edu](mailto:elearning@umb.edu) to make an appointment for face-to-face consultation: 9:30am-4pm, Healey Library 3rd Floor suite located behind the IT Service Desk.