

ELECTRONICALLY DEVELOPED COURSE MATERIALS AGREEMENT

PROCEDURES AND WORKSHEET

Note: These procedures and worksheet are used in conjunction with the *Distributed Learning Creation, Use, Ownership, Royalties, Revision and Distribution of Electronically Developed Course Materials Policy*

PROCEDURES:

1. Prior to the development of electronically delivered course materials, the faculty members(s) will complete this worksheet in the consultation with the chair(s) involved.
2. This worksheet is used as the basis for determining categories and compensation (if required).
3. Draft an agreement using the appropriate template based upon the information presented in this worksheet. See attached templates..
4. The draft agreement will be reviewed by the faculty member(s) and units(s) school or college involved and by the university legal office.
5. A copy of the final agreement will be forwarded to the patent/copyright officer and committee.

WORKSHEET

1. **DATE:** _____
2. **NAME OF COURSE:** _____
3. **NAME OF UNT FACULTY MEMBER:** _____
4. **NAME OF OTHER UNT FACULTY (IF ANY) ASSOCIATED WITH THE DEVELOPMENT OF THESE MATERIALS:** _____
5. **COURSE DELIVERY METHOD:** _____
6. **HAS THIS COURSE BEEN APPROVED FOR THIS METHOD OF DELIVERY AND BY WHOM:** _____ (Enter yes/no and attach Distributed Learning Course Proposal Cover Sheet for reference purposes and list the names and titles of the individuals giving approval.)
7. **WHEN WILL THE COURSE FIRST BE OFFERED AND HOW OFTEN WILL IT BE OFFERED:** _____
8. **REVISION DATE AND REVISION RESPONSIBILITY AGREEMENT:** _____
9. **WHO INITIATED THE CREATION/DEVELOPMENT OF THE COURSE MATERIALS:**

10. **DESCRIBE THE INDIVIDUAL FACULTY MEMBER’S CONTRIBUTION (BEYOND THE NORMAL WORKLOAD):**

11. **DESCRIBE THE UNIVERSITY’S CONTRIBUTION/SUPPORT (BEYOND THAT SUPPORT NORMALLY PROVIDED) AND INCLUDE FUNDING SOURCES.** For example – workload adjustments, grants, staff support, compensation, etc.

12. **DESCRIBE THE CONTRIBUTION (IF ANY) OF OUTSIDE AGENCIES.** (This does not include outside funding that passes through UNT.)

13. LIST ALL STEPS TAKEN (AND BY WHOM) TO SECURE ANY NECESSARY PERMISSIONS AND RELEASES FOR CONTRIBUTED MATERIALS INCLUDED IN THIS COURSE:

Based upon the above information, this agreement is a:

CATEGORY I _____
CATEGORY II _____
CATEGORY III _____
CATEGORY IV _____

as described in the *UNT Distributed Learning Creation, Use, Ownership, Royalties, Revision and Distribution of Electronically Developed Course Materials Policy*.

NOTE: Should any of the above information or relationships change, either party has the right to renegotiate the category and compensation agreement.

Refer to the license agreement template for the category selected. Based on discussions between the faculty member(s) and the chair/dean, complete the agreement.