

WORLD CAMPUS COURSE AUTHOR APPROVALS AND CHARGING COSTS

This handout explains the process for approving and charging costs for faculty developing World Campus courses in collaboration with the Filippelli Institute.

STEP 1

The Filippelli Institute prepares a **Online Course Development Agreement** for each course author, leaving the amount to be paid blank. The **Online Course Development Agreement** is sent to the academic departments for signature (and copied to their financial assistants).



STEP 5

Once the course author has completed the course, the Instructional Designer (who worked with the course author) and the director of the Filippelli Institute sign the **Online Course Development Agreement** and the academic department is notified to pay the author.*



STEP 2

The department head or designate determines the amount of payment for course authors in alignment with the amounts submitted to and approved by the college. (Jeff Lieb and Amanda Gallo keep the list of approved supplemental amounts.)



STEP 6

In the academic department's SIMBA budget, the department charges the course author payment to their World Campus cost center.



STEP 3

The department head or designate confirms and signs the approved amount of payment on the Filippelli Institute's **Online Course Development Agreement** which then goes to the course author to confirm and sign.



STEP 7

At the end of the year, the College adjusts the academic department budgets and fully covers cost of the course author.



STEP 4

After the department head's (or designate's) and course author's signatures have been collected, the form then goes back to the Filippelli Institute to hold while the course is being developed.



*NOTES:

If the academic department prefers to pay the course author the first half of the payment at the midpoint and the second half at the completion, they must notify the Filippelli Institute in writing at the start of the course development process.

With the change to SIMBA, the cost center is now located in the department's budget rather than the Outreach budget.