

**Procedures for Payment of Royalties Under the  
Intellectual Property Rights and Electronic Distance Learning Materials  
Letter of Agreement\***

**Process for Requests for Payment**

1. It is the faculty member's responsibility to initiate the process to request payment for others' use of an online course developed by the faculty member by initiating the ***Request for Royalty Payment*** that is attached and by completing all sections in Part I.
2. The form may not be initiated until the final class week of the semester in which the course is being offered by another instructor, since the developing faculty member's responsibility for assistance to the instructor should then be complete.
3. The form must be processed through the department head and the dean of the College before being forwarded to the dean of UCEL or his/her designee for initiation of compensation.
4. To receive compensation under this agreement, the faculty member must submit the completed form to his/her department head within two weeks of the final day of the semester in which the course is taught using his/her materials.
5. Requests for Royalty Payments must be submitted to UCEL for payment within 30 days of the final day of the semester during which the course is taught.
6. UCEL staff will prepare an EAA and any other forms required to initiate payment to the faculty member no more than 10 working days from the date of receipt of a completed form. The time between receipt of the form and reimbursement to the faculty member will vary with the date of receipt, the payroll schedule, and the actual processing time.

**Conditions for Royalty Payment**

1. The developing faculty member has the responsibility to keep the course content and pedagogy current and updated if s/he plans to be compensated for royalties associated with the course.
2. The instructor who utilizes the course must verify that substantially all of the course content is being utilized in the sequel offering of the course.
3. The developing faculty member must provide reasonable assistance to the utilizing instructor to assure that the new instructor has the materials required, proper access to files, and other support in delivery of the online course.
4. The original base course along with the most recent revision by the developer of the course will be housed in a limited-access, central, designated depository.
5. All courses must be relatively "turn-key." The developing instructor ensures that the course is fully ready for another instructor to use. However, it remains the option of the utilizing faculty member to adapt content and strategy to meet individual preferences, while retaining the integrity of the course content and meeting any specified standards.
6. All courses must meet minimum standards established for the development of online instruction, including goals and objectives, grading scale, course assignments and activities, performance standards, and other items specified in the Distance Learning Course Completion Checklist utilized to authorize payment for initial course development.

7. The developing faculty member must be working for Ferris State University in order to be compensated under this agreement.
8. A faculty member may be compensated for royalties from the course for as long as the department deems that the course is still meeting curricular standards and utilizing instructors confirm that substantially all of the course is being utilized and pedagogical currency has been maintained.
9. Payment will be made at the rate of 10 percent of the overload pay rate in effect for instructors in the term of offering, as specified in the Intellectual Property Rights and Electronic Distance Learning Materials Letter of Agreement.

### **Unit Responsibilities**

1. It is the department's responsibility to create a system for continuously reviewing online courses for their content and pedagogical currency and to plan and oversee a schedule of updates or discontinued use of online courses. Course recommendations that emerge from the review process will be forwarded to the Academic Dean of the College for approval. Copies of the Dean's decision will be forwarded to the Vice President for Academic Affairs and the Deans of UCEL and CPTS for their information.
2. It is UCEL's and CPTS's responsibility to process payment requests and pay the approved royalties, assuming the course is being utilized by either or both entities.
3. By August 1 of each year, UCEL and CPTS will provide a joint annual report to the involved colleges' deans and the Vice President of Academic Affairs concerning royalties paid over the fiscal year along with any other pertinent information, such as cost/benefit analyses, impacts of the development and delivery of distance learning, and other relevant topics.

Attachment:

Request for Royalty Payment

***Request for Royalty Payment***

Following is documentation in support of my request to be compensated a royalty fee for use of a course I/We developed for online instruction.

**Part I – Course Information**

Course Developer(s) Name(s): \_\_\_\_\_

Course No. and Name: \_\_\_\_\_

No. of Credits for Course: \_\_\_\_\_

Original development completion date: \_\_\_\_\_

Revision dates\* (if any): \_\_\_\_\_

Session During Which Course Was Utilized (F, W, S + Yr): \_\_\_\_\_

Name of Utilizing Instructor(s)\*\*: \_\_\_\_\_

Signature of Requestor(s): \_\_\_\_\_

Date of Request: \_\_\_\_\_

*Submit form to Department Head for Completion of Part II*

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**Part II – Verifications**

**Department Head/Chair**

I verify that this course appropriately qualifies for payment under the Intellectual Property Rights and Electronic Distance Learning Materials Policy.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**Utilizing Instructor**

I verify that substantially all of the course developed by the above-named instructor(s) was used by me in the delivery of the course referenced above and that I was provided adequate support by the developer to enable me to successfully utilize the course.

\_\_\_\_\_  
Utilizing Instructor Signature

\_\_\_\_\_  
Date

**Dean**

It is my recommendation that payment be made for royalties on the use of the above-referenced course:

\_\_\_\_\_  
Dean \_\_\_\_\_  
Date

**Processing Notes**

Date Received in UCEL: \_\_\_\_\_

Date EAA was submitted: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Processing Pay Request in UCEL \_\_\_\_\_  
Date

\*These revisions would only include substantive revisions and would be reflected by depositing the revised course into the FSU online course library.

\*\*Complete separate forms if there was more than one offering of the developed course so that each individual instructor can verify the use. If one instructor used the course for two or more offerings, just one form needs to be completed and the additional section numbers can be added to this section of the form.

**Copy Distribution:**

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2. Dean of Originating College
3. UCEL Files