



Policy and Procedures Manual

Application: All Faculty

Section F2.9.6.8 Compensation for Course Development

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For various reasons, the university may request the services of a faculty member to create a master course shell. When appropriate, the Administration will enter into an agreement with the faculty member as a coursewriter. Following are the general stipulations inherent in all agreements.

The coursewriter agrees to create or enhance a master course, including all ancillary course materials, within the designated timeframe as specified by the course development agreement form.

The coursewriter agrees to follow university policies and procedures as outlined in the relevant ECU Handbooks.

The coursewriter understands that compensation will be negotiated with faculty prior to entering into the agreement and paid upon course completion as specified above through ECU's supplemental payroll system.

The coursewriter understands that personal access to intellectual property is retained after completion of the agreement (i.e., original work including tangible and intangible creations of the human intellect). Should the coursewriter leave the university, the coursewriter will be able to retain a copy of all course materials. *For additional details about intellectual property rights, please refer to the Appendix*

The coursewriter understands that signing the agreement and receiving compensation for work conducted over and above the current assigned duties as an ECU employee, releases the employee's personal intellectual property rights for this course to ECU, giving ECU the ability to assign instructional duties to another faculty member.

The coursewriter understands that if unable to fulfill the responsibilities of the agreement, said coursewriter will inform the Administration as soon as possible to allow the university to fulfill their program and contractual obligations. The coursewriter further understands that the Administration has the right to dissolve this agreement prior to completion and said coursewriter will be compensated for work done to date.