

Online Class Ownership Procedure and Waiver Form

The following describes online course ownership procedures.

- If a faculty member has created an online class on their own without a contract or payment for developing the class from the university, then the faculty member owns the sole rights to the class.
- In cases in which there was a written contract, but the contract did not specifically state that the class is not owned solely by the faculty member, then the faculty member owns the sole rights to the class.
- If the faculty member has created a class under a contract with a clause giving dual ownership to Southeast, then the class is dually owned and over-rides the above cases.

If circumstances arise in which the university lacks ownership and needs to deliver a course and the faculty member is unable to teach the course for reasons that include...

- death or disability,
- being away from campus that particular semester,
- leaving the employment of the university,
- or a work schedule in which it is impossible for the faculty member to teach the online class in question,

then the university can use the class as described below.

The intent of this exception is that under extenuating circumstances a class could be needed and the faculty member unavailable to teach it. The university can use the class and have it taught by another faculty member, including making slight modifications to it. The university can use the class for a maximum of two consecutive semesters, including summer session. At this time, if the creating faculty member is still unable to teach the class, a decision will be made to discontinue teaching the class or to have an additional version of the course developed by another faculty member. This does not include modifying the borrowed class but refers to *de novo* development of the class. After two semesters the university cannot teach the originally developed version of the course without permission from the faculty member.

Beginning with the Fall 2009 semester, in order to be able to teach a course online, all faculty and instructors teaching online courses must sign this waiver signifying that they are aware of the policy and agree to abide by it.

I have read and agree to this online course ownership procedure.

Print name

Signature

Date