

## **Design and Development Award Letter of Agreement**

**Date:**

**Faculty Name:**

**Course Number and Name:**

**Semester for Course Development:**

Submission of this letter as part of the packet in response to request for proposal for Design and Development Award confirms that those persons for whom a signature is affixed have reviewed and understand the complete information provided including the overview, requirements, and expectations associated with the receipt of funding to support the course design/redesign and development. Signatures also indicate agreement with and confirmation of all information provided in the online proposal form, narrative, and any associated documents provided in the proposal packet.

Further, signatures indicate an understanding of the following:

- Awards are granted in two amounts; \$8000 for existing governance-approved courses undergoing revision and \$10,000 for governance-approved courses being developed for the first time.
- If funding is received, faculty member designing/redesigning the course will receive support to allow for dedicated time required during the semester in which work is to be conducted.
- Funding for this support will be provided to the department in two disbursements as indicated in the proposal information; 50% when first set of benchmarks have been met and 50% when the final set of benchmarks have been met.
- This funding is provided directly to the department and is subject to fiscal year constraints as indicated in the award information.
- Faculty developing the course cannot be compensated directly during the time frame of the nine-month academic year contract. Faculty compensated for work in Summer I/II semesters must be on nine-month contract and compensation must not exceed allowable amounts.
- Department commits to offering the completed course for at least three times

after development.

- Department Head commits to review and approval of course after development project is completed.
- Faculty member commits to:
  - Participation in a semester-long professional development opportunity structuring the course development process,
  - Working with an instructional design team for guidance and assistance including weekly on-site or online consultations,
  - Serving as peer reviewer for colleague's submissions during the professional development structuring the course design/redesign,
  - Submitting developed course elements for quality assurance review,
  - Submitting course for department head review and approval upon successful completion of quality assurance review. This is preferably conducted during the Faculty Showcase event.
- All proposals must be accompanied by current and original governance-approved syllabus for the course. Any significant variances between the original syllabus and the current syllabus will be discussed with the department head to determine the syllabus to be used for the funded project.

## Design and Development Award Letter of Agreement

Course Number and Name: \_\_\_\_\_

Semester Proposed for Development (FA, SP, SU I/II): \_\_\_\_\_ / Year \_\_\_\_\_

Semester in which developed course would first be taught: \_\_\_\_\_ / Year \_\_\_\_\_

Additional semesters in which developed course will be taught:

\_\_\_\_\_ / Year \_\_\_\_\_

\_\_\_\_\_ / Year \_\_\_\_\_

Faculty Developer Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Department Head Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Chair (if applicable) Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Dean (or Assoc./Asst. Dean) Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

**Attach a scan of this letter to the email as described in the Design and Develop Award information and send a hard copy with original signatures to:**

Design and Develop Awards  
c/o Dr. Lujean Baab  
620 Drillfield Drive  
3120 Torgersen Hall (0292)  
Blacksburg, Virginia 24061