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*(Policy beginning spring semester 2016)*

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The online teaching compensation incentive is distributed by Dr. Elke Leeds, Associate Vice President, Office of Technology Enhanced Learning.

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It is possible that a faculty member may be asked to teach a "master course" which has been developed by another faculty member. In such cases, *those faculty members using another's course are expected to adhere to the following guidelines:*

- Faculty members using a hybrid or online course developed by another faculty member are allowed use of the course content, but are not allowed to leverage that content for personal endeavors (e.g. consulting).
- Faculty members using a master course developed by someone else *are expected to maintain the overall approved structure and organization of the course as developed.* Faculty members using an online course developed by another faculty member cannot change the course more than 15% (otherwise, the course will have to be re-reviewed by KSU using the QM guidelines)
- Course content (e.g. video lectures, audio, other learning content) in the master course is expected to be used in good faith and adapted over time in a manner that does not change the structure or organization of the course.
- Recorded content from the master course is not intended to be used during classroom time in the place of live professor-student interactions.