



Memorandum of Understanding

Subject Matter Expert (Course Development)

As an eMajor Subject Matter Expert (SME), I understand the following:

A Subject Matter Expert for eMajor provides and contributes subject matter and pedagogical expertise and content during the design, development, revision or customization of a course or program within eMajor.

Under terms of this agreement, all eMajor courses are developed in compliance with the University System of Georgia's Intellectual Property Guidelines. The completed artifacts produced under this agreement include works made for hire. Materials specifically produced for an eMajor course under this agreement, including associated intellectual property such as learning objects and videos and the course as a whole, will become the property of the Board of Regents of the University System of Georgia. Content elements, including discussion postings, syllabi, and assessments, are shared by the University System of Georgia and the creator.

The eMajor Executive Director of Academics, Director of Curriculum and Instruction, Instructional Designers and Student Success personnel are stakeholders in the design, development and customization of eMajor courses and will make fair contributions to the pedagogical, technological, and accessibility/usability interests of those courses where warranted. eMajor personnel will have access to all courses and course content during development for administrative purposes.

The SME must meet with the eMajor Instructional Designer(s) and/or eMajor Director of Academics via face-to-face or virtual meeting to discuss the following topics prior to creation/revision of content:

- Availability for collaboration
- Course objectives
- Course/Lesson structure and instruction outline
- Materials and resources needed to develop the course
- Materials and resources students will need to succeed in the course
- Expectations and timeline for completion

Prior to the end of the course development, the SME must provide eMajor with a completed eMajor Functional Evaluation and a report of recommendations for future development and revision of the course.

Course Development Expectations for SME	AMOUNT for Development
Phase 1: Creation of Syllabus, Course Learning Objectives, Course Structure (i.e. Unit 1, 2), Outline, Lesson Structure (i.e. modules, sections, assessments, discussions).	
Phase 2: Creation of specific Course Unit, Lesson and Module Content within the eMajor GoVIEW interface as template course. Creation of Instructor Guide.	
Phase 3: Functional analysis and review of course using checklist. Final report and recommendation for further course development. Provide a prior learning assessment recommendation including a challenge exam and rubric, if appropriate.	

Note: It is expected that the SME will complete all required work regardless of the timeline of payment. It is expected that the SME will act in a good faith effort to complete the 3 phases.

****A Course Development SME payment can differ depending on if it is a revision or complete development.***

Further, I understand that:

- eMajor is committed to the use and development of low-to-no cost open educational resources (OERs) for use in its courses. SMEs can and should incorporate OERs into their course design where applicable and appropriate.
- I am committed to provide consultation and revision as needed during the 1st semester that the new course is live (in production) with students.
- There is no guarantee that I will be asked to return or continue service for future semesters.

- My contribution to the design, development or customization of this course does not guarantee that I will be selected to facilitate the course when it becomes available to students.
- Payment is dependent upon my progress as outlined by expectations indicated above. Completion of the expectations must occur before payment can be remitted.
- I have the potential to be dismissed from the team without pay if I fail to meet two or more deadlines.
- I will not enlist the aid of any 3rd party or additional personnel to develop or revise content for this course without prior written approval from eMajor.
- I agree to develop/revise the course(s) so that it meets current and existing learning outcomes as set forth by Georgia Board of Regents policies.

eMajor Course Development SME Application

To complete the application process, complete this form with the appropriate signatures and upload at the following site: <https://emajor.usg.edu/faculty-and-staff/sme-mou/>

Applicant Agreement

I have reviewed the information contained in the eMajor SME Memorandum of Understanding document. Should I be selected to cooperate in the development or revision of an eMajor course, I agree to accept these terms and criteria and to furnish a signed copy of this document to the eMajor Administration.

Development of _____

[List Course]

Term(s) of Agreement (i.e. Spring 2017 etc.) _____

Print name of SME

Institution of SME

Signature of SME

Date

Endorsement of Applicant

I endorse the application of the above mentioned applicant as a SME for the above mentioned eMajor course(s). Should he/she be selected to participate in this effort, I agree to support his/her participation as outlined in the information contained in the eMajor SME Memorandum of Understanding.

I understand that this institution's VPAA office will receive allotments for the development or revision of the course(s) listed above. I understand that our institution will pass these allotments on to the instructor in the form of extra compensation.

NOTE: If this is a retired faculty member, please ensure that your institution enters him/her into the faculty information system as a part-time retiree.

Print name of Department Chairperson

Signature of Department Chairperson

Print name of Academic Dean

Signature of Academic Dean

Print name of Chief Academic Officer

Signature of Chief Academic Officer

eMajor Course Development SME Application Continued

SME Information Detail	
Home Address	City, State, Zip
Home Telephone Cell Phone	Personal E-Mail Address
Primary Employer	
Work Address	City, State, Zip
Work Telephone Fax Number	Work E-Mail Address
Please indicate your teaching status: _____ Full-time _____ Part-time _____ Not Applicable Rank (indicate one of the following: _____ _____ Professor _____ Asst. Professor _____ Assoc. Professor _____ Instructor	
Name of college or university at which you are a faculty member:	