



Red Rocks Community College Instructional Services Operational Guideline

Title: Pay for Development of Courses	Type: Operational Guideline
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Reference:

- RPRR 9-471 Curriculum Development Procedure

Purpose:

The purpose of this operational guideline is to outline the process and criteria for payment of course development.

Scope:

This guideline outlines the criteria and steps taken to receive payment for the development for new courses not previously taught at RRCC or extensive revisions such as changing the course delivery format to already existing RRCC courses. This pay is intended for the design of courses and not simply the execution of a course.

Full Time Faculty:

Development of courses is part of the stated job description for full-time faculty members. Full time faculty will be eligible for pay if they are off contract and funds are available.

Adjunct Instructor:

Part time instructors may submit a proposal for a new course or extensive revision stating the purpose of the proposed course or revision and presenting it to their Department Chair or Lead. The proposal will then be discussed with the appropriate Dean of Instruction. Adjunct Instructors will be eligible for pay if funds are available.

Criteria:

1. Once the course development is fully approved payment will be generated through the FLAC process and will be paid according to payroll installments over the time period during which the work will occurred.
2. Courses developed with grant funding will be handled in accordance with grant guidelines.
3. The following criteria will be used in determining pay:

Type	Description	Pay
Complete Development	Total development of a new course including approval of the RRCC cover sheet and CCNS* curriculum guide.	2.0 times the contact hours of the course at the non-teaching rate.
Extensive Revision of Course Materials	Up to 75% of the course is revised. May include approval of RRCC cover sheet and CCNS curriculum guide.	1 times the contact hours of the course at the non-teaching rate.
Minor Revisions	Less than 25% of the course is revised or a course that already exists in the CCNS database.	No Pay

*Common Course Numbering System