Southwestern Oklahoma State University
Online Courses

Works for Hire Agreement

Under the SWOSU *Policy for Distance Education*, Works for Hire courses are those where the University has licensing rights, generally limited to courses that are part of a completely online program, including all General Education courses.

This agreement must be approved prior to the submission of the rubric to the Center for Excellence in Teaching and Learning.

Section Completed by Faculty Member

Prefix/Number		Date Submitted by Course Developer	
Title of Course			
Section Number		Course Developer's Name	
Semester		Course Developer's ID #	

Was the Course Developer paid by the Department to develop the course? ◯ Yes ◯ No **If yes**, indicate amount _____

Is the course part of an Online Degree? ◯ Yes ◯ No **If yes,** indicate the name of the Degree _____

Is the course part of an Online Degree Option? ◯ Yes ◯ No **If yes,** indicate name of degree Option _____

Is this course part of an Online Minor? ◯ Yes ◯ No **If yes,** indicate name of Minor _____

Is this course part of an Online Certificate? ◯ Yes ◯ No **If yes,** indicate name of Certificate _____

Is this course an Online General Education course? ◯ Yes ◯ No

Does this course need to be licensed by the University as Works for Hire, even though it does not fit into one of the above categories. ◯ Yes ◯ No
If yes, please provide a detailed explanation.

Course Developer Signature _____

Developer sends this form to CETL for evaluation of *Policy of Distance Education* adherence and non-duplication. Courses will normally only be licensed once via Works for Hire; course updates will not result in a new payment. CETL will forward to Department Chair after compliance review.

To be completed by CETL: Online course ◯ Yes ◯ No Previously Licensed ◯ Yes ◯ No

Cleared by CETL ◯ Yes ◯ No Date cleared by CETL _____

Notes: _____

By signing and checking approved, I certify that there is a genuine University or department need for this course to be licensed by the University and thus can be considered for Works for Hire.

		Approved	Not Approved	
Chair Approval	_____	_____	_____	Date _____
Associate Dean (if applicable) Approval	_____	_____	_____	Date _____
Dean Approval	_____	_____	_____	Date _____
Provost Approval	_____	_____	_____	Date _____

Reason for non-approval:

Approved:
1. Send copy of approval to the Developer, Chair, Associate Dean, and Dean.
2. Send original to CETL.

Not approved:
1. Return original to the Developer
2. Send copy to CETL