Guidelines on Department Uses of Online Revenue Sharing Funds

Revenue sharing funds distributed to eligible online programs are designed to provide an incentive for faculty and Departments to become engaged in the development of online programs, online courses, and online education more broadly.

Online Program Eligibility for Revenue Sharing

- Offers degree granting program (BA/BS, MA/MS, MBA, PhD)
- Offers program of courses that contribute to University Studies and undergraduate online program degree completion needs
- Generates revenue after program expenses are covered

The following guidelines on the use of these funds are designed to ensure that they are used to encourage and reward Colleges, Departments, programs, and faculty who are directly responsible for the development, implementation, and revenue generated by online courses and programs.

Revenue sharing funds for Departments shall be held in dedicated accounts that are managed and allocated at the discretion of the Department Chair or their designee (e.g., designated program director).

These funds are designed to support eligible activities that are connected to the quality and competitiveness of online programs, including:

- The development and improvement of online courses and degree/certificate programs
- The scholarship of faculty members in departments supporting these programs
- The well-being of students in online courses and programs
- The development of strong relations with program alumni

These funds are not to be used to support normal departmental and program operations and revenue sharing account balances shall not be used when Departmental and Program budget allocation decisions are made. Under no circumstances shall a School or College require that these funds be used in lieu of a typical budget allocation or available CSF funds.

Any funds not used in a given year will carry forward into subsequent years without limit and future revenue sharing allocations will not be reduced solely as a result of the size of the accumulated balance.

These guidelines will be reviewed in December 2016

Office of the Provost
December 2, 2014
The following uses are explicitly permissible as of right:

- Travel expenses associated with scholarly, online program development, or public service activities for faculty.

- Course buyouts to support scholarship and/or online program development and related replacement costs. Buyouts remain subject to the approval of the School or College Dean.

- Fund transfers to University Extension to offset losses in cases where course enrollment falls below the Extension break-even threshold and the program wishes to keep the section open.

- Program development activities including but not limited to:
  - Program relevant resources, materials, and equipment
  - Stipends for faculty who volunteer to support program relevant activities during off contract periods (advising, recruiting, teaching, etc.)
  - Program specific marketing and outreach activities (including web development)
  - Expenses associated with invited speakers and other relevant scholarly events
  - Expenses associated with developing systems for tracking and assessing program outcomes.

- Student activities including but not limited to:
  - Funding for research, teaching, and other assistantships (including work study)
  - Student celebrations and recognition events
  - Student travel expenses for scholarly or program relevant activities

- Alumni development activities including but not limited to:
  - The development of alumni lists, contacts, and related information
  - Alumni communications and fundraising activities
  - Alumni outreach and events

In cases where it is unclear whether a proposed expenditure is allowable, the relevant School or College Dean will make the final determination.