



## Policy on Usage of “In-Year” Online Revenue- Share Funds

Policy Number	ACA-043; BUS-036
Policy Name	Usage of “In-Year” Online Revenue-Share Funds
Effective Date	When Signed
Responsible Office/Person	Academic Affairs: Provost; Budget and Finance: CFO
Related Policies	ACA-042 Policy on Online Revenue Share Funds Carryforward ACA-035 Policy on Online Net Revenue Sharing
Additional History	Revised under Chancellor Fuller to broaden

**University of Massachusetts Dartmouth**  
**Division of Academic Affairs**  
**Policy on Usage of “In-Year” Online Revenue Share Funds**

### Purpose

This policy informs recipients of “In-Year” Revenue-Share Distributions from the Department of Online and Continuing Education (OCE) (based on distribution outlined in ACA-035) on allowable expenditures to support educational and general (E&G) expenses in the Division of Academic Affairs.

### Scope

Online Revenue Sharing Funds distributed to eligible online programs are intended to provide an incentive for faculty and academic departments to promote online education and to improve the overall academic mission. This policy sets forth guidelines for business managers and others with Signature Authority for OCE revenue share accounts.

### Definitions

*Online Revenue Share Funds (ORSF)* are derived from net tuition revenue generated through online instructional activity such as online course registrations and are received in accordance with ACA-035.

*In-year Online Revenue Share Funds* represent the distribution of ORSF from the fiscal year ending two fiscal years prior. (For example, one In-Year ORSF distribution provided in August 2023 will represent funds earned during the fiscal year ending June 30, 2022.)

The *Department of Online and Continuing Education (OCE)* is the unit within the Division of Academic Affairs (reporting to the Provost) that coordinates, organizes and facilitates electronic course and program access and delivery in coordination with academic colleges, departments, and other institutional stakeholders. It also manages the business component of online program revenue and expenses. The Department reports to the Provost.

## Policy on OCE Revenue-Share Funds Usage

### Policy

Online Revenue-Share Funds (ORSF) generated from tuition receipts for online course registrations are distributed annually to departments, colleges, and the provost as prescribed by Policy ACA-035. ORSF for Departments/Colleges shall be held in dedicated accounts that are managed and allocated at the discretion of the Department Chair/Dean. Permitted uses range from investing in growth of online programs, investing in the growth of the overall academic mission, providing grants for teaching transformation and innovation, or supporting general operating expenses.

Spending of In-year ORSF is permitted for up to 75% of available funds. Spending beyond 75% requires the approval of the College Dean, the Provost, and the CFO.

Generally, ORSF should be used to enhance the quality and competitiveness of the academic mission. Including (Presented without regard to priority):

1. The hiring of faculty and staff in support of academic programs. (Note: All full-time hiring requires the review of HR and Budget.)
2. The assistantships of graduate and undergraduate students.
3. Purchase and upgrade of academic software and hardware.
4. Faculty and student travels for academic exchange and knowledge dissemination.
5. The scientific exchange of faculty, students, and researchers.
6. The development and improvement of new and existing courses and programs.
7. The marketing and accreditation of academic programs.
8. Other expenses relevant to the academic mission, as approved by the Provost.

ORSF funds can only be used to pay Faculty Stipends with approval from the College Dean and the Provost. The payment of a Faculty Stipend without these approvals is strictly prohibited.

Any residual returned to the colleges and departments can be used to support other mission-relevant activities subject to approval by the Provost.

The definition and use of Carryforward of ORSF is specified in policy ACA-042.

### Responsibility

The Office of the Provost will oversee the administration of this policy. Department Chairs and business managers are responsible for adhering to the prescribed spending guidelines.

### Policy Changes

The Division of Academic Affairs and the Division of Budget and Finance will review this policy every five years or sooner.

### Related Policies

	ACA-035	Policy on Online Net Revenue Sharing
	ACA-042	Policy on Online Revenue Share Funds Carryforward

### Approvals:

## Policy on OCE Revenue-Share Funds Usage

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4/28/2023

Date