Policy on Online Revenue-Share Funds Usage

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<th>Policy Number</th>
<th>ACA-043; BUS-036</th>
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<tr>
<td>Responsible Office/Person</td>
<td>Academic Affairs: Provost/COO; Vice Chancellor</td>
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<td>Related Policies</td>
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University of Massachusetts Dartmouth
Division of Academic Affairs
Policy on Usage of Online Revenue Share Funds

Purpose
This policy informs recipients of Revenue-Share Distributions from the Department of Online and Continuing Education (OCE) on allowable expenditures to support educational and general (E&G) expenses in the Division of Academic Affairs.

Scope
Revenue sharing funds distributed to eligible online programs are intended to provide an incentive for faculty and academic departments to promote online education. This policy sets forth guidelines for business managers and others with Signature Authority for OCE revenue share accounts.

Definitions
*Online Revenue Share Funds* derive from net tuition revenue generated through online course registrations.

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

Policy
Revenue Share Funds (RSF) generated from tuition receipts for online course registrations are distributed annually to departments, colleges, and the provost as prescribed by Policy ACA-035. Revenue sharing funds for Departments/Colleges shall be held in dedicated accounts that are managed and allocated at the discretion of the Department Chair/Dean. Uses range from investing in growth of online programs, grants for teaching transformation and innovation, or for other allowable expenses.

Generally, Online College/Department RSF should first be used to enhance the quality and competitiveness of online programs, including:
1. The development and improvement of new and existing online courses and degree/certificate programs
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2. The success of students in online courses and programs
3. The support of faculty members in teaching scholarship and innovation

Specifically, the following RSF investments should receive priority before other uses:
1. Capital Expenses
2. New online degree program development activities including but not limited to:
   a. Program relevant resources, materials, and equipment
   b. Program specific marketing and outreach activities (including web development)
   c. Expenses associated with invited speakers and other relevant scholarly events
   d. Expenses associated with developing systems for tracking and assessing program outcomes
   e. Attendance at workshops/conferences to aid the development of new online programs
3. Support of graduate teaching assistants, undergraduate learning assistants and graders for high enrollment courses with priority for online courses
4. Maintenance or renewal of instructional infrastructure (technology-enhanced classrooms)
5. Development of external (grant) funding for online program support
6. Travel to recruit students or to present results related to degree programs with priority given to online programs
7. Other expenses as approved by Provost and CFO.

Any residual RSF returned to the colleges and departments can be used to support other mission-relevant activities subject to approval by the Provost and CFO. All expenses should be included in the spending plan prepared by the department/college as outlined in ACA-035.

Carryforward of Online RSF is specified in policy ACA-042.

Responsibility
The Office of the Provost, the Department of Online and Continuing Education and Office of Administration and Finance will oversee the administration of this policy. Business managers and others with signature authority for OCE revenue share accounts are responsible for adhering to the prescribed spending guidelines.

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

Related Policies

<table>
<thead>
<tr>
<th>ACA-035</th>
<th>Policy on Online Net Revenue Sharing</th>
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<tr>
<td>ACA-042</td>
<td>Policy on Carryforward of Online Revenue Share Funds</td>
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Approvals:

Mohammad A. Karim

David A. Gingerella

Last modified: April 4, 2019
Policy on OCE Revenue-Share Funds Usage

Provost; Executive Vice Chancellor for Academic Affairs; Chief Operating Officer

Vice Chancellor for Administration & Finance; Chief Financial Officer

Robert E. Johnson
Chancellor

4/23/19

Date

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