**Duties and Responsibilities of a Content Reviewer (CR)**

A content reviewer is assigned by a department chair to develop a master course or to revise or perform maintenance on an existing master course. Each of these tasks is described below.

**Definitions of Course Development/Maintenance/Revision**

**Course Development** means that the course has never been developed as a master course for any form of delivery or has never been developed based on OER materials. A course reviewer (CR) is assigned by the Department Chair and is listed on the **Textbook Update and Course Development** Etrieve form. The CR should be an experienced faculty member who is qualified to teach the course. The CR is compensated upon completion of and Department Chair approval of the master course. Compensation is $2,000 and is usually paid as a part of the faculty member’s usual direct deposit. No compensation is paid for development, revisions, or changes made to individual faculty courses.

**Course Revision** is performed when a new textbook or new edition of a current textbook is adopted or if major changes or development for labs or test pools is required. A course reviewer (CR) is assigned by the Department Chair and is listed on the **Textbook Update and Course Development** Etrieve form. The CR should be an experienced faculty member who is qualified to teach the course. The CR is compensated upon completion of and Department Chair approval of the master course. Compensation is $1,000 and is usually paid as a part of the faculty member’s usual direct deposit. No compensation is paid for development, revisions, or changes made to individual faculty courses.

**Course Maintenance** is performed when minor changes or corrections are requested or required. Examples include changes to the course alpha numeric, course title, course description, or course outcomes. A course reviewer (CR) is assigned by the Department Chair and is listed on the **Textbook Update and Course Development** Etrieve form. The CR should be an experienced faculty member who is qualified to teach the course. The Content Reviewer **is not compensated.**

In case-by-case instances, compensation for other updates may be prorated, not to exceed $500.

**Course development/revision/maintenance starts upon receipt by DEET of**

* Approved request form, updated syllabus, and instructional materials and ancillaries, to include test pools. These items become the property of DEET.
* A meeting with the Content Reviewer and the DEET Instructional Development team is conducted to discuss the process, analyze needs, identify specific timelines, and sign paperwork.

Timelines are estimates and may vary by project and by workload. Every possible effort will be made to keep total time as short as possible.