LETTER OF AGREEMENT
Institutional Work for Hire

The faculty developer listed below agrees, in cooperation with Arts & Sciences Outreach, to develop the listed course for online delivery. The following extraordinary university resources will be used to develop and present this material: faculty development stipend $1,000/credit hour to a maximum of $3,000 (one-half paid at the end of the first semester the course is offered and the remainder after the third offering), instructional support, technical support, and marketing expenses.

The faculty developer agrees to offer the course at least three times within three years from the completion of development. Faculty salary for each course offering will follow the supplemental pay scale adopted by the college in 2014 which are attached on the following page.

Revenue sharing with home department will be paid at the rate of 25% on profit in excess of all expenses, subject to approval of the Dean.

Courses will be capped at the maximum number of students allowed by the department for the same course unless otherwise requested by the instructor. In the case of new courses, no cap will be assigned to the course unless otherwise requested by the instructor.

Faculty shall retain ownership of original copyrightable work they provide for the course. Faculty owned original work incorporated into the online course will be delivered as per terms listed above.

Course Number & Title: ____________________________________________

Projected Term for Initial Offering: ________________________________

____________________________________  ________________________
Faculty Developer     date               Department Head    date

Bobbi Kay Lewis
A&S Outreach Assistant Dean    date
Arts & Sciences Faculty Supplemental Course Payment

The following payment plan for faculty teaching supplemental courses will be implemented beginning with Summer 2015 classes. Courses include summer face-to-face, international, online, and supplemental offerings. The payment plan is based on 3-credit-hour courses, and will be scaled accordingly for courses with a different credit hour basis. Payment for courses with fewer than the minimum number of students in the tables below can be negotiated with the Outreach Office (online, international, supplemental) or with the Associate Dean of Faculty and Instruction (summer face-to-face) but will not be in excess of the ‘break-even’ point for the cost to the Dean’s Office for offering the class. Note that minimum registrations are defined as those existing on the date for students to drop or add a class at no cost (typically the Monday of the second week).

Lower Division Undergraduate: Minimum registration = 15 students

- 15 – 23 students 80% one month salary
- 24 – 32 students 90% one month salary
- 33 – 41 students 100% one month salary
- 42 – 55 students 110% one month salary
- 56 – 69 students 120% one month salary
- 70 – 83 students 130% one month salary
- 84 – 102 students 140% one month salary
- 103–126 students 150% one month salary
- 127+ students 160% one month salary

Upper Division Undergraduate: Minimum registration = 10 students

- 10 – 16 students 80% one month salary
- 17 – 23 students 90% one month salary
- 24 – 30 students 100% one month salary
- 31 – 40 students 110% one month salary
- 41 – 50 students 120% one month salary
- 51 – 60 students 130% one month salary
- 61 – 74 students 140% one month salary
- 75 – 91 students 150% one month salary
- 92+ students 160% one month salary

Graduate: Minimum registration = 6 students

- 6 – 7 students 80% one month salary
- 8 – 9 students 90% one month salary
- 10 – 11 students 100% one month salary
- 12 – 14 students 110% one month salary
- 15 – 16 students 120% one month salary
- 17 – 20 students 130% one month salary
- 21 – 24 students 140% one month salary
- 25 – 29 students 150% one month salary
- 30+ students 160% one month salary