ARTS AND SCIENCES
Outreach
asoutreach.okstate.edu

LETTER OF AGREEMENT
Institutional Work for Hire

The instructor/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 instructor/developer agrees to offer the course at least three times within three years from the completion of development. Salary for each course offering will be

- $50 per credit hour for each student enrolled up to a maximum of $3,000
- 20 students enrolled adds $400 for grader/TA
- 25 students enrolled adds $500 increment to salary (total $3,500)
- 30 students enrolled adds $500 increment to salary (total $4,000, which is the maximum compensation for the course)

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 45 students, or the cap used routinely by the department for the same course, whichever is lower.

Instructor/developers shall retain ownership of original copyrightable work they provide for the course. Instructor/developer 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**