Outreach Online Learning

LETTER OF AGREEMENT

*Institutional Work for Hire - **Adjunct / Non-Faculty***

COLLEGE OF
ARTS AND SCIENCES

The instructor/developer listed below agrees, in cooperation with Arts and 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

Minimum registration: 15 students. Courses with fewer than 20 students can be offered with a pay rate of $65 per credit hour.

Students	Payment
20-29	$4,000
30-45	$4,500
46-60	$6,500
61-75	$8,000
76-90	$9,500
91-105	$11,000
106-120	$12,250
121+	$13,500 max

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. If the course does not meet minimum enrollment (15 for undergraduates and 8 for graduate), this contract will be nullified.

COURSE TITLE _____ **COURSE NUMBER** _____

PROJECTED TERM FOR INITIAL OFFERING _____

INSTRUCTOR *(Print)* _____ **INSTRUCTOR** *(Sign)* _____ **DATE** _____

DEPARTMENT HEAD _____ **DATE** _____

CAS OUTREACH ASSOCIATE DEAN _____ **DATE** _____
Bobbi Kay Lewis

Please email this form to casoutreach@okstate.edu, or: CLICK TO SUBMIT

OSU Arts and Sciences Outreach • 213 Life Sciences East • Stillwater, OK 74078-3017 • Questions, call: 405-744-5647

Revised: 5/10/2022