



**Professional Development Online (CASPDO)
Letter of Agreement
Institutional Work for Hire**

The instructor/developer listed below agrees, in cooperation with Arts and Sciences Outreach, to develop the listed non-credit course for online delivery. The following extraordinary university resources will be used to develop and present this material: instructor development stipend of \$250 per CEU (one-half paid at the end of the first year the course is offered, and the remainder after the second year), 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. The instructor salary for each course offering will follow a negotiated pay scale per student.

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

Courses will be capped at an agreed upon maximum, or not capped unless otherwise advised. In the event the course does not meet a minimum, this contract is cancelled.

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

Unless otherwise expressly agreed up, the instructor member agrees to use the CAS Studio to shoot and produce professional content. The instructor member agrees to assist with determining appropriate marketing channels and course promotion.

Name of the non-credit course: _____

Projected go-live date: _____

Instructor Developer: _____ Date: _____

Department Head: _____ Date: _____

CAS Outreach Assistant Dean: _____ Date: _____