

Outreach Online Learning  
**LETTER OF AGREEMENT**

*Institutional Work for Hire - Faculty*



COLLEGE OF  
**ARTS AND SCIENCES**

The faculty 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 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 March 2016 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. If the course does not meet minimum enrollment (15 for undergraduates and 6 for graduate), this contract will be nullified.

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 TITLE** \_\_\_\_\_ **COURSE NUMBER** \_\_\_\_\_

**PROJECTED TERM FOR INITIAL OFFERING** \_\_\_\_\_

**FACULTY DEVELOPER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPARTMENT HEAD** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_  
**CAS OUTREACH ASSISTANT DEAN** **DATE** \_\_\_\_\_

*Bobbi Kay Lewis*

**Please email this form to [casoutreach@okstate.edu](mailto:casoutreach@okstate.edu), or:**

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

Revised: 9/29/2020

## **Payment Plan for Faculty**

The following payment plan for tenured, tenure-track or clinical faculty teaching supplemental classes will be used beginning May 2017. Such classes include online, study abroad and supplemental offerings.

Payment for ONLINE COURSES with fewer than the minimum number of students in the tables below can be offered with a pay rate of \$70 per credit hour. If faculty prefer to teach courses only if they meet the minimum enrollment, they need to notify the Outreach office no later than two weeks prior to the first day of class to cancel the course.

Please note that minimum registrations are defined as those existing on the date for students to drop or add a class at no cost (the Registrar's "100% Refund, Nonrestrictive Drop/Add Deadline.") Course maximums will be set at the top of the pay tier. Enrollment per pay tier is listed below.

### **UNDERGRADUATE**

*Minimum registration: 15 students*

<b>Students</b>	<b>Payment (% of monthly salary)</b>
15-29	80%
30-45	100%
46-83	120%
84-126	140%
127+	160%

### **GRADUATE**

*Minimum registration: 6 students*

<b>Students</b>	<b>Payment (% of monthly salary)</b>
6-7	80%
8-9	90%
10-11	100%
12-14	110%
15-16	120%
17-20	130%
21-24	140%
25-29	150%
30+	160%