**2024 Summer Session LOU for Teaching (on campus, hybrid or online), Research, Service, Online Course Development and all other duties. Delete the sections that do not apply for each individual faculty member.**

**[PLACE ON COLLEGE LETTERHEAD]**

DATE

Name

Address

Dear     :

On behalf of the University of North Dakota (UND), this letter constitutes an offer of special appointment for 2024 Summer Session in the       department at UND under the following terms:

1. **Responsibilities:**

To teach the following during the identified session dates: **[Remove if not applicable]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dept. & Course # | Course Title | Class number | Session Dates | Credits | Compensation |
|       |       |       |  |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**[If teaching online, include the following]:** We are striving to ensure that our online courses are designed to facilitate, and provide the structure for, successful student learning. An instructional designer will be available and assigned to you to provide information and guidance as you develop your course.

As in the past, instructors who have not completed online training as provided by the Teaching Transformation and Development Academic (TTaDA) within the past three years will be expected to complete the TTaDA Blackboard course entitled, “Best Practices for Online Course Development,” or, if recommended by TTaDA staff, an advanced course module, before the first day of class.

To perform the following other **[Research/Service/Other compensation]** duties: **[Remove if not applicable]**

|  |  |  |
| --- | --- | --- |
| Employment Activity/ Project/Commitment | Dates of Activity | Salary/Compensation  |
|       |       |       |
|       |       |       |
|       |       |       |

[**If faculty member is paying summer salary from a sponsored project, include the following**]: Faculty members paying summer salary from a sponsored projected must be actively working on the project during the compensation period. Compensation must be in direct proportion to the effort expended.

To develop an online course under the following terms: **[Remove if not applicable]**

1. To develop **[course number], [course name], [#] credits**, for delivery via online format in Blackboard LMS beginning **[academic semester and year].** A TTaDA Instructional Designer (an “ID”) will reach out to you to support your online course development efforts. The ID will bring expertise in course design and online pedagogy to complement your academic disciplinary expertise. Upon completion of course development, the ID will review your course and complete an Online Course Development Rubric; a score of 80% or higher on the rubric will indicate that all essential elements of an online course are present, and the course is ready for online delivery.
2. You will be provided access to the TTaDA Blackboard course entitled “Best Practices for Online Course Development” and/or an online teaching module provided by TTaDA to begin your course development. You must complete this course if you have not done it within the last three years.
3. Please update the course curriculum as necessary and as requested by your chair/Dean and in alignment with learning goal outcomes.

Your compensation for course development will be $XX. Compensation will be paid upon certification of completion of course development. To confirm that you have completed the course development, please submit a copy of the completed Online Course Development Rubric provided by your Instructional Designer to your College Dean’s office.

**Total Compensation for 2023 Summer Session duties: $XX**

1. **Policies General:** Your appointment to this special appointment position is subject to the policies, rules and regulations of the North Dakota State Board of Higher Education, the University of North Dakota, the [School/College] and their respective departments or units, and the laws of the State of North Dakota, as amended. This appointment may be terminated in the following circumstances: If UND determines in its sole discretion that the assigned courses and other duties should be cancelled due to insufficient enrollment, non-appropriation or loss of funds, or other financial exigency, at any time for adequate cause; or upon the discontinuance of the department, program, school or unit in which the appointment is made.

Please confirm your acceptance of this appointment by signing and dating below. Return a copy of this signed appointment to the College of XXX dean’s office and provide a copy to department chair by [DATE]. Until signed by you and UND, this letter constitutes only an offer of employment by UND and not an agreement between the parties.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME, Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME, Dean Date

I accept this special appointment at the University of North Dakota under the conditions specified above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Date