Print on your college/department letterhead

DATE

Name

Street Address

City, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter is to offer you additional duties to your already existing faculty appointment in the Department of XXX in the College of XXX at the University of North Dakota (UND) to modify your on-campus course under the following terms:

1. Your responsibilities will be to transform [course number], [course name], [#] credits, into a variation of the “flipped model” format in an on-campus format for [academic semester and year]. The flipped model includes, but is not limited to: moving and posting appropriate course content into Blackboard, developing appropriate hybrid delivery methods, and establishing plans for smaller groups of students to attend the established on-campus class meeting time and assigned classroom by rotating groups throughout the semester.
2. You will be provided the following resources to help transform your class to the format described above:
	1. Inclusion into a cohort of other faculty doing the same modifications for shared ideas, discussion, etc.
	2. Online teaching modules designed to assist you move lectures and content materials into Blackboard.
	3. An assigned instructional development staff member to support your course transformation.
3. Your period of appointment will be [DATE] to [DATE]. Your compensation will be $####. Compensation will be paid upon the completion of your course transformation and readiness to teach in the [academic year and semester]. You will inform your chair and dean of your completion who will verify that the appropriate guidelines are met by your course delivery plan. Your chair or dean will submit paperwork to process your compensation.
4. Your appointment to this 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.
5. This Agreement incorporates your Academic year [YEAR-YEAR] Faculty Contract as material terms and conditions in addition to those stated which together constitute the entire Agreement between the parties.

Please confirm your acceptance of this appointment by signing and dating the agreement, and returning to the College of XXX Dean’s Office and a providing a copy to the Department Chair. Until signed by you and UND, this agreement constitutes only an offer of employment by UND and not an agreement between the parties.

Sincerely,

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

NAME, Chair Date

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

NAME, Dean Date

I accept the above appointment and salary under the conditions offered above.

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Employee Name Date