Print on your college/department letterhead

DATE

Name

Street Address

City, State, Zip

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

On behalf of the University of North Dakota (UND), this letter constitutes an offer of [special appointment]; or if the development is part of page 2 regular salary [appointment] to develop an online course under the following terms:

1. Your responsibilities will be 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.
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.
3. Please update the course curriculum as necessary and as requested by your chair/Dean and in alignment with learning goal outcomes.
4. Your period of appointment will begin [DATE] and it is expected that the course will be developed and approved for launch by [Chair/Dean/Other] no later than [DATE]**.** Your compensation will be $####. Compensation will be paid as follows: [e.g. paid at upon certification of completion of course development; or if part of the development payment is part of page 2 regular salary, include that information]. 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.
5. 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.

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.

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

Employee Name Date