[Place on your letterhead]

DATE

Name

Address

Address

Dear Name,

Thank you for agreeing to assist the Department of [Department] in the College of [College] by taking on teaching responsibilities during the period from [Date] to [Date].

Below is the list of additional duties and responsibilities you will be assigned:

* Program: [Program]
* This responsibility is in addition to your regular staff position description and is therefore, considered an overload.
* Salary for additional duties: $XXX
* Course(s):
* Should enrollment fluctuate, causing cancellation of any course section you have been assigned to teach, the course could be replaced or the percent time of your assignment will be adjusted. You are expected to participate in the course-instructor evaluations, use Blackboard as your LMS, and are required to use our early alert system (Starfish). Questions concerning your course assignment, which are determined by the Department chair, should be addressed to [Name] at [contact information].
* All employees shall demonstrate professional behavior when interacting with students, colleagues and individuals in all settings.
* [Include information about how staff member’s duties will be managed with their full time duties]

[If applicable]: 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.

This offer is subject to the final approval of the Provost of the University of North Dakota. If you agree to the terms of this letter, please sign and date this letter and return it the College of [College] Dean’s Office. Until signed by UND, this agreement constitutes only an offer of additional responsibilities by UND and not an agreement between the parties.

Sincerely,

Supervisor/Dean/Chair

Approved:

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

[Supervisor, Title] Date

Accepted:

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

[Name] Date

UND is an equal opportunity/affirmative action institution