

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 April 2022 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 8 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 ASSOCIATE DEAN **DATE** _____

Bobbi Kay Lewis

Please email this form to casoutreach@okstate.edu, or:

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

Revised: 7/10/2024



Faculty will be paid on the basis of the total number of enrolled student credit hours (SCH) he/she teaches for each course. The pay scales differ at different ranks (assistant, associate, full).

ASSISTANT PAY RATE

\$55/SCH for the first 75 SCH
\$40/SCH for the next 75 SCH
\$35/SCH for the next 75 SCH
\$30 for all credit hours after the first 225

Minimum Pay $\$55 \times 75 = \$4,125$

ASSOCIATE PAY RATE

\$60/SCH for the first 75 SCH
\$45/SCH for the next 75 SCH
\$40/SCH for the next 75 SCH
\$35 for all credit hours after the first 225

Minimum Pay $\$60 \times 75 = \$4,500$

FULL PROFESSOR PAY RATE

\$65/SCH for the first 75 SCH
\$55/SCH for the next 75 SCH
\$50/SCH for the next 75 SCH
and \$40 for all credit hours after the first 225

Minimum Pay $\$65 \times 75 = \$4,875$ (for three-hour credit course)

Course Enrollment Requirements

Undergrad courses must have minimum enrollment of 15 students, and graduate courses must have a minimum enrollment of 8 students. Dual enrollment (grad/undergrad) courses must have a minimum of 15 students. Courses that don't meet the minimum enrollment threshold can be offered at a rate of \$70 per credit hour.

Courses that meet the minimum enrollment threshold will be paid the minimum rate per rank.

For example, an assistant professor would be paid the following:

**Pay scale subject to change*

31 students (93 SCH) \$4,845
83 students (249 SCH) \$10,470
125 students (378 SCH) \$14,340

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").