Letter of Appointment Accelerated Online Course Developer

*Insert date*

*Insert name*

*Insert street address*

*Insert city, state zip code*

Dear *insert name*:

I am pleased to notify you that you have been selected for employment as an accelerated online course developerin the *insert unit name* Department at Eastern Washington University (hereinafter “University”) to build one or more courses by performing the specified work listed below.

**Course 1**

|  |  |
| --- | --- |
| Course (prefix, number, section): |  |
| Title: | Credits: |
| Dates: | Salary: |

*[Copy and paste table above for additional courses.]*

The University reserves the right to cancel this appointment up to one week before the first date of work for this assignment as listed above. Payment for this project-based assignment will be made after the work is completed and has been reviewed and approved. If your work is interrupted by unavoidable circumstances so that the University must seek someone else to finish the project, you will receive prorated pay for the portion already completed.

As an accelerated online course developer, you shall perform the following duties for the courses listed above:

* Engage in collaborative course mapping and consistent Instructional Design Team touch-point meetings.
* Develop a course map before building course instructional modules.
* Develop and build course materials within the attached established timeline using University-approved course shells and templates. *[attach timeline]*
* Check your University-assigned email account regularly, promptly respond to emails and use the account for all University messages. The University will provide you with an email account, which will serve as the sole channel for all official university communications.
* Comply with all University policies, procedures, regulations, and applicable provisions of the collective bargaining agreement between the University and UFE. These documents are available on the Onboarding Website.

**Before starting work and as soon as possible, you must complete the following steps.** Please note that the orientation training and additional information can be accessed on the Human Resources Quarterly Faculty Onboarding Site (Onboarding Website) at <https://inside.ewu.edu/hr/training/orientation/>.

* **Complete pre-employment criminal background check.** (You will receive an email with instructions.)
* **Complete online orientation training,** which can be accessed on the Onboarding Website.
* **Fill out and return the attached forms** to the Human Resources Office, 314 Showalter Hall, Cheney, WA 99004. Note: if one of the forms listed below is not attached, the University has a current copy on file.
* **I-9 Form.** This formis required by the United States Citizenship and Immigration Services and shows employment eligibility verification. **You must bring the I-9 form and current forms of identification as specified on page 3 of the form with you to the Human Resources Office no later than your 1st day of work.** If you cannot personally deliver the form for verification contact Human Resources at 509-359-2381 to coordinate alternate arrangements.
* **W-4.** This form is required by the IRS. If you have a current copy on file, but need to update your W-4 form, please go to the Onboarding Website.
* **Employee Demographic Form.** This form is used solely for affirmative action purposes. If you have a current copy on file, but need to update, the form is available on the Onboarding Website.
* **Retirement Declaration form**. This form enables the University to comply with Washington State Law and **must be completed each quarter/semester you work.**
* **Direct Deposit Authorization Form.** Completing this form allows for your paychecks to be directly deposited in your bank account.Employees are paid on the 10th and 25th of each month. This form is on the Onboarding Website.
* **Export Control Reminder:** In the event that you travel or work outside the United States, you must ensure that you comply with federal export controls, which apply to computers, cell phones, software, technology, etc. Contact the Director of Risk Management (phone 359-6618) for assistance.

Any failure to meet performance expectations or violations of the CBA, University policies, University procedures or applicable laws or regulations will constitute a breach of this agreement and may serve as basis for termination of the appointment.

Employment in this position is not applicable toward tenure and carries no right to subsequent appointment, and notice of non-renewal of appointment shall not be required. Your appointment does not constitute a regular faculty appointment, since you are not required to perform the other duties expected of regular faculty members such as scholarship, research, public service and/or creative activity. Subsequent appointments, if any, shall be governed by the provisions in this paragraph.

If you have any questions, please contact Sheryl Denney, Human Resources Associate, at phone 359-4716 or email sdenney@ewu.edu.

Sincerely,

*Insert name*

*Insert title*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Payroll Action Form | | | | | | | | | | | | |
| Employee Name | | | | | | Employee ID | | | | | | |
|  | | | | | |  | | | | | | |
| Home Dept. Organization Number/Name | | | | | Class Code Title | | | | | | | |
|  | | | | |  | | | | | | | |
| Beginning Date | Ending Date | Range | | Step | Term of Appt. | | Percent Full-time | FTE | | Salary | Semi-monthly Amount | |
|  |  |  | |  |  | |  |  | |  |  | |
| Index/Account | PC Number | Index Percent | | Index FTE | Index Amount | | Activity Code | Pay Periods | | Payroll Chart | Quarter/AY | |
|  |  |  | |  |  | |  |  | |  |  | |
| Remarks: | | | | | | | | | | | | |
| Prepared By: | | | Date: | | | | | | Extension: | | | |
| Dean Signature | | | | | Date | | Personnel Signature | | | | | Date |
|  | | | | |  | |  | | | | |  |
| VP/Sr VP Signature | | | | | Date | | Budget Signature | | | | | Date |
|  | | | | |  | |  | | | | |  |

c: Benefits Office

Budget Services

Human Resources