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 that subject to the following terms and conditions and contingent upon you meeting the conditions detailed below, you have been offered 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 by *insert department approval authority*. Payment processing will begin immediately upon receipt of department approval, and depending on timing, you can expect your payment in one of the three subsequent semi-monthly payroll runs, between two and six weeks after the date of approval. 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 established timeline using university-approved course shells and templates; See Exhibit A attached. *[attach timeline]*
* Check you University assigned email account regularly, timely 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 University and UFE. These documents are available on the [Onboarding Website](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).[[1]](#footnote-1)

This assignment constitutes a work-for-hire engagement as defined in the collective bargaining agreement between EWU and the United Faculty of Eastern (UFE), Article 17: Intellectual Property Rights. The University will own the intellectual property created by this assignment for a period of three years beginning on the date of acceptance of the course by the departmental approval authority. The university may share this work with other members of the faculty.

**This offer of employment is contingent upon timely and successful completion of the following requirements:**

* **Complete pre-employment criminal background check.** (You will receive an email with instructions.)
* **Submit proof of immunity or vaccination to MMR and proof you are fully vaccinated against COVID-19. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**
* Upload COVID-19 vaccination records into Med + Proctor. The instructions are available on the University’s Counseling and [Wellness Services Immunization Website](https://inside.ewu.edu/bewell/immunization/). [[2]](#footnote-2)
* Religious waiver requests are available on the [Office of Equal Opportunity Website](https://inside.ewu.edu/equalopportunity/office-of-equal-opportunity/religious-accommodation/).[[3]](#footnote-3) Submit the request [online](https://inside.ewu.edu/equalopportunity/office-of-equal-opportunity/religious-accommodation/) to Equal Opportunity for review and approval.
* Medical waiver requests are available on the [HR Forms Website](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2021/08/Vaccine-Medical-Waiver-8.24.21-fillable.pdf).[[4]](#footnote-4) Submit your Completed medical waiver request and accompanying medical certification must be submitted to Human Resources at [clincoln@ewu.edu](mailto:clincoln@ewu.edu) or 314 Showalter Hall for review and approval.

* **Complete online orientation training,** which you can access on the [Onboarding Website](https://inside.ewu.edu/hr/training/orientation/).
* **You also need to complete 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**](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2019/10/I-9.pdf)**.** This formis required by the United States Citizenship and Immigration Services and shows employment eligibility verification. **You must take the I-9 form, and current forms of identification as specified on the form’s page 3, to the Human Resources Office no later than your first day of work.** If you cannot personally deliver the form for verification, contact Human Resources at 509-359-2381 to coordinate alternate arrangements. If you do not show this documentation to Human Resources on your first day of employment, you will not be eligible to continue working. The [I-9 form](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2019/10/I-9.pdf) and [instructions](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2018/02/I-9Instructions.pdf) are available on the [Onboarding Website](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).
* [**W-4**](https://www.irs.gov/pub/irs-pdf/fw4.pdf)**.** The IRS requires this form. If you have a current copy on file, but need to update your W-4 form, please go to the [Onboarding Website](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).
* [**Employee Demographic Form**](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2020/04/Employee-Demographic-Info-113017-002.pdf)**.** This form is 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](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).
* [**Retirement Declaration Form**](https://filedrop.ewu.edu:8443/index.php/s/wZqnX35ccDfLGne). This form enables the University to comply with Washington State Law. You **must complete this form each quarter/semester you work.**
* [**Direct Deposit Authorization Form**](https://in.ewu.edu/financialservices/wp-content/uploads/sites/44/2018/01/Direct-Deposit-Form.pdf)**.** Complete this to have your paychecks delivered by direct deposit to your bank account.Employees are paid on the 10th and 25th of each month. This form is on the [Onboarding Website](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).
* **Export Control Reminder:** In the event you travel or work outside the United States, you must comply with federal export controls, which apply to computers, cell phones, software, technology, etc. Contact the Director of Risk Management (phone 509-359-6618) to complete any required forms and 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 quarterly teaching appointments, if any, shall be governed by the provisions contained in this paragraph.

If you have any questions, please contact Sheryl Denney, Human Resources Associate, at phone 509- 359-4716 or email [sdenney@ewu.edu](mailto:sdenney@ewu.edu).

Sincerely,

*Insert name*

*Insert title*

I accept this offer under the terms specified above.

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Employee Signature Date

c: Benefits Office

Budget Services

Human Resources

Accelerated Online Course Development - Faculty Assignment Timeline Addendum

|  |  |
| --- | --- |
| **Program** |  |
| **Course** |  |
| **Faculty Member Building Course** |  |
| **Accelerated session when the course will be first offered** |  |

Course Building Milestones Schedule

|  |  |
| --- | --- |
| **Milestone** | **Deadline** |
| Begin Course Build - Faculty Contacted |  |
| Course Map Due |  |
| First Touchpoint - 25% course build |  |
| Second Touchpoint - 50% course build |  |
| Third Touchpoint - 100% course build, ready to submit for QR |  |
| **Course Submitted to Quality Review** (non-negotiable fixed date) |  |
| Final Revisions, Publish Course |  |
| **Class Begins** (non-negotiable fixed date) |  |

**Program Acceptance of Developed Course and Approval of Payment**

Insert Department Approval Authority has reviewed the work plan and deliverables consisting of the Course Map, Quality Review final report and the Master Course itself in Canvas. The signature below signifies that course development work has been completed satisfactorily, the course is accepted as developed, and payment for course development is approved.

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

Name

1. <https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/> [↑](#footnote-ref-1)
2. <https://in.ewu.edu/bewell/wp-content/uploads/sites/97/2021/05/MED-PROCTOR-COVID-Vaccine.pdf> [↑](#footnote-ref-2)
3. <https://inside.ewu.edu/equalopportunity/office-of-equal-opportunity/religious-accommodation/> [↑](#footnote-ref-3)
4. <https://in.ewu.edu/hr/wp-content/uploads/sites/40/2021/08/Vaccine-Medical-Waiver-8.24.21-fillable.pdf> [↑](#footnote-ref-4)