LAWRENCE TECHNOLOGICAL UNIVERSITY
2006-2007 Letter of Agreement – LTU Online
Select one

Name:
Company Name:
Address:
City, State, Zip:
Home Phone:
SSN:
Banner ID:
Department/Location: LTU Online
FOAPAL:

☐ Fall: August 30 – Dec 22, 2006
☐ Spring: January 15 – May 21, 2007
☐ Summer A: May 16- June 27, 2007
☐ Summer E: May 16 – July 26, 2007
☐ Summer B: July 9 – August 18, 2007
☐ Other (list pay dates):
☐ Other (list pay dates):
☐ This is a new faculty member
☐ This is a new address

You have been employed to instruct the class(es) listed below during the indicated semester:

Course Number	CRN	Course Title	Days	Time	Contact Hours				
					Lec/ Sem	Lab/ Studio	Exam	Pay Per Hour	Pay Per Course
								$	$
								$	$
								$	$
For Business Services use only								Subtotal	$
								5% Length of Service Bonus	$
								Total Contact Hours	
								Total Compensation	$

SAMPLE

CONDITIONS OF EMPLOYMENT:

1. Full-time faculty members are eligible to contract with LTU Online to teach one LTU Online class in each major semester, and at least one LTU Online class in the summer semester. LTU Online courses are designated as overload for full-time faculty. Full-time faculty are subject to all expectations listed in the LTU Faculty Handbook in addition to the expectations listed below.
2. The approved class schedule, Blackboard course shell, course syllabus, textbook(s), learning schedule, learning materials, assessments, and grading standards must be used. LTU Online must approve any deviations.
3. LTU Online faculty are subject to teaching performance, student engagement, communication, and evaluation standards listed on http://www.ltu.edu/ltuonline/faculty.asp. These standards are explicitly incorporated into this contract and are subject to change.
4. LTU Online faculty are required to hold "online office hours" by appointment. Office hours must be sufficient in number and scheduled to serve student needs. Office hours and communication technologies used must be clearly posted in the course syllabus and on the Blackboard site.
5. LTU Online faculty must encourage students to complete both mid-term and end-of-term course evaluations.
6. Faculty teaching for the first time with LTU Online must complete the LTU Online training program or demonstrate successful completion of a comparable training program and certified by LTU Online staff.
7. Class grades must be posted to BannerWeb according to the semester schedule set by the Registrar.
8. In the event you give an incomplete grade (I), you agree to provide appropriate assistance, without additional compensation, to the student to allow completion of the course work within the next twelve months.
9. Future teaching eligibility is based on continued demonstration of student learning outcomes, student evaluations, and fulfillment of administrative responsibilities.
10. Compensation will be made by direct deposit in equal semi-monthly payments based on the number of remaining pays in the semester following finalization of this contract.
11. LTU Online reserves the right to cancel any class with enrollment less than seven (7) students. If the class is not cancelled, compensation will be prorated based on the enrollment as of the "last day to drop with a refund" divided by 7.
12. LTU Online reserves the right to replace you with another faculty member or to cancel your class. In such an event, compensation will be limited to the actual contact hours provided, prorated from the above total.
13. By checking the box below, I attest that I am a full-time staff or non-academic administrative employee of LTU and therefore am not eligible for additional compensation for this teaching assignment.
    I am a full time staff or a non-academic administrator at Lawrence Technological University ☐ **Yes** ☐ **No**

Approved _____
Instructor Date

Approved _____ _____
Executive Director, LTU Online Date Provost Date