



Faculty Agreement - Videoconferenced Course

Faculty Member Name _____

College _____

Course Prefix & Number _____ Course Title _____

Semester Course Offered _____ Year _____

We agree to the following:

- \$1000.00 prior to the semester the course is first offered
- \$1000.00 at the end of the semester the course is first delivered using videoconferencing
- 1. The enrollment caps for the two cross-listed videoconference sections combined will be on par with that of similar courses in the discipline.
- 2. In case the remote site is canceled for any reason, including low enrollment (defined as of Summer 2009 as fewer than 3 students at the remote site), the course will be offered as a single section, and the second payment will be deferred until after the course is completed with videoconference delivery in another semester.
- 3. The instructor will participate in training prior to offering the course to learn how to operate the videoconference equipment from both sites. The training will also include a review of best instructional practices using videoconferencing.
- 4. It is recommended that the second class meeting and the second to last meeting should be at the remote site.
- 5. The instructor will identify the dates for delivery from the remote site as soon as possible (no later than 30 days after receiving the letter of offer). *Fill in dates below, using spaces as needed.*
 Date: _____ (second class meeting)
 Date: _____ Date: _____ Date: _____
 Date: _____ Date: _____ Date: _____
 Date: _____ Date: _____ Date: _____
- 6. The instructor will coordinate proctoring of exams and assistance with other course-related items at USFSM and NP. Technical assistance will be provided from the USFSM and NP sites from distance education staff located at each location during the class meeting time.

Signature of Faculty Member _____ Date _____

Signature of Dean _____ Date _____

Signature of Director, Campus Computing _____ Date _____

Signature of Coordinator, Distance Education _____ Date _____

For Payroll Staff Use:

- \$1000.00 Payment prior to course first offered (Semester _____ Year _____)
- \$1000.00 Payment at the end of the semester the course first delivered (Semester _____ Year _____)

A copy of this form must be attached to the completed Nonrecurring Compensation and a copy must be retained in the College/School semester payroll book and in the faculty personnel file for each type of payment listed below.

Faculty Date Dean Date