

Online Lead Instructor/Section Adjunct Offer

1. General

Adventist University of Health Sciences /ADU (“the *University*”) hereby offers the teaching position listed below to the below named instructor.

(hereinafter “Online Lead Instructor/Section Adjunct”),
whose address is:

Employee ID:

2. Duties

Online Lead Instructor/Section Adjunct represents and warrants that he/she agrees to perform the duties of Online Lead Instructor, and/or Section Adjunct, as described in the Online Lead Instructor or Online Section Adjunct, *Roles and Responsibilities*, to the best of his/her abilities for the Course(s) titled:

Dates:

Course:

3. Online Lead Instructor/Section Adjunct Total Compensation:

Upon receipt of this offer, the *University* agrees to pay the Online Lead Instructor/Section Adjunct as shown below. Pay will be calculated based upon the number of students enrolled in the course at the beginning of the course. Payments commence on the first pay day following the beginning of the course. The final course payment will not be initiated until after final grades have been submitted by the course instructor.

A. Lead Instructor

Undergraduate Course	\$800.00 per credit
Graduate Course	\$1,000.00 per credit

B. Course Development, Refresh Course or Expert Presenter Payment for providing the deliverables described in Section 4 and 5 that follows:

New Course Development for Undergraduate Course	\$2,000.00
New Course Development for Graduate Course	\$3,500.00
Refresh Course	\$750.00
Expert Presenter	\$300.00

C. Section Adjunct Compensation Schedule (Each section should be at least 10 students.)

Undergraduate Course	
≤ 10 students	\$1,300.00
Amount for each additional student	\$130.00

Graduate Course	
≤ 10 students	\$1,600.00
Amount for each additional student	\$160.00

- 4. Course Development Deliverables:** The Online Lead Instructor is responsible for developing learning outcome objectives, course outlines, course syllabus, course schedule, student manual, and identifying appropriate texts and/or related academic materials for each course. The Online Lead Instructor is also responsible for preparing multimedia presentations up to an average of 1-2 hours per week per course as determined by the Department Chair. This may include the identification and recruitment of Expert Presenters to present topical information important to the course but outside of the Online Lead Instructor's scope of expertise.
- 5. Course Refresh:** A course refresh must be approved by the program chair prior to the course offering. Revision activities include:
- Adjust course to meet Program Standards especially those that impact assignments, grading, pedagogy, and objectives.
 - Update the course due to changes in laws, accreditation standards, course length, etc.
 - Revise course according to a new textbook or textbook edition that results in substantive changes to subject matter.
 - Complete multiple changes to content, assessments, major course assignments; including new content/recorded presentation(s); which also may require realignment/remapping.
 - Adjust course according to significant negative student feedback, gathered from end of course student surveys and/or Student Support Services.
- 6. Credentials:** Submit to the Office of Academic Administration: (A) Updated *Curriculum Vitae/Resume* once a year. (B) Official transcripts for all post-secondary course work. (C) Copy of current professional licensures/certificates, where applicable.
- 7. Faculty Status:** Online Lead Instructors/Section Adjuncts *who are not Full-time faculty members*, are neither voting members of the faculty, nor are they eligible for benefits.
- 8. Faculty Responsibilities:** Online Lead Instructors/Section Adjuncts are under obligation to abide by the *Faculty Handbook*, *Adjunct Faculty Handbook* and the *Academic Catalog*. They are also responsible to become familiar with regulations relating to student behavior as found in the *Student Handbook*. These and other pertinent *University* publications may be obtained on the University's website.
- 9. Course Cancellation:** It is agreed that the Section Adjunct Contract will become null and void if the *University* finds it necessary to cancel the course(s).
- 10. Termination:** If the Online Lead Instructor/Section Adjunct is unable to complete the assignment herein discussed for personal reasons (e.g. illness, relocation) or if the *University* terminates this contract for "Cause", the compensation due will be adjusted based on the percentage of the assignment satisfactorily completed.
- 11. Construction:** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Florida.
- 12. Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 13. Amendments:** This Agreement shall not be modified, amended, or in any way altered except by an instrument in writing and signed by both of the parties hereto.
- 14.** Notwithstanding anything herein to the contrary, the parties acknowledge that the Online Lead Instructor/Section Adjunct shall be an employee of and subject to the direction and control of ADU. This Agreement is intended only to memorialize the fact that the *University* shall be responsible for the payment obligations as provided herein.

ONLINE LEAD INSTRUCTOR ROLE

The Online Lead Instructor, under the direction of the Department Chair of Adventist University of Health Sciences, develops the course manual. While the course is in progress, he/she monitors and guides online communications and oversees Section Adjuncts.

RESPONSIBILITIES

1. Work, under the direction of the Department Chair of Adventist University of Health Sciences to establish learning objectives.
2. Identify required texts and ancillary readings and activities for each course.
3. Prepare course manual, which includes the course outline, syllabus, weekly schedule, tests, assignments, discussion questions and PowerPoint presentation and submit them all in electronic format to the Department Chair or designated person.
4. Provide written standards and criteria to Online Section Instructors for grade assessment.
5. Manage Expert Presenters and Online Section Adjuncts to meet curriculum objectives.
6. Assist Expert Presenters with content presentations, as needed.
7. Participate in orientation for Online Lead Instructors and Section Adjuncts.
8. Conduct regular online communications with students and Section Adjuncts.
9. Respond to student e-mails and inquiries within one business day.
10. Assist Section Adjuncts in reviewing student academic progress.
11. Assign, compile and record student final grades.
12. Act as a Section Adjunct for at least one section consisting of 25 students. Where course enrollment is ≤ 25 students the instructor assumes responsibility as Lead Instructor and Section Adjunct. Compensation will be based on both the Lead Instructor role (3A) and Section Adjunct (3C).
13. Along with the Department Chair assigns the students to the section adjunct(s). Each section should consist of 10 - 25 students. Where the enrollment for an additional section is < 10 students the Online Lead Instructor assumes responsibility for all students.
14. Utilizing the template provided, the Online Lead Instructor and Department Chair must provide the roster of students to Human Resources by the first day of the course.
15. When an incomplete is awarded to a student, the Online Lead Instructor is responsible to ensure a final grade is submitted to the registrar's office. Additional payment is not provided.
16. Final payment for the course will be released after verification that final grades have been submitted by the grade submission deadline.
17. Final payment for the course will be released after verification that final grades have been submitted by all Section Adjuncts for this course.

ONLINE SECTION ADJUNCT ROLE

Online Course Section Adjuncts manage academic interaction through small group activities with students.

RESPONSIBILITIES

1. Participate and complete Canvas Faculty Training course.
2. Responsible for teaching the assigned course in accordance with learning objectives and session plan outlines specified by the Online Lead Instructor.
3. Delivers learner-centered instruction through online delivery mechanisms (i.e. discussion boards, office hours, recorded videos, small group sessions, asynchronous and synchronous sessions, etc.)
4. Manage section(s) of 10-25 students, as assigned.
5. Monitor and respond to the assigned small group online message board or discussion forum on a regular basis each week.
6. Assess, evaluate and monitor student progress and performance in a timely manner.
7. Review and evaluate all assignments, learning activities and tests.
8. Respond to student e-mails and inquires within one business day.
9. Provide course feedback and suggestions to Online Lead Instructor and Department Chair.
10. Provide the Online Lead Instructor with recommended final grades.
11. When an incomplete is awarded to a student, the Section Adjunct assigned is responsible to oversee, evaluate and assign the final grade. Additional payment is not provided.
12. Final payment for the course will be released after verification that final grades have been submitted by the grade submission deadline.

IN WITNESS WHEREOF, the Online Lead Instructor/Section Adjunct and the *University* have read and understand the requirements of this Agreement. The parties to this contract hereby indicate their agreement to the terms outlined above by their signatures.

President of the University

Date

Department Chairperson

Date

Online Lead Instructor / Section Adjunct

Date