



Oregon State University
College of Agricultural
Sciences

Agreement Form for Experiment Station or Extension Faculty to Develop and/or Deliver Ecampus or Summer Session Course(s)

Instructions: The purpose of this form is to clarify funding agreements and solicit approvals when Branch Experiment Station or off-campus Extension faculty develop and/or teach a distance education or summer session course for an academic department. The college assumes that the academic department offering the course will compensate the faculty member for development and delivery of a course according to the terms below. The college will transfer matching funds for Ecampus course development to the academic department upon receipt of an approved MOU from Ecampus. The college does not match on course revisions. If a course is to be taught multiple times by a faculty member, we recommend that these duties be incorporated in the faculty member's position description. Furthermore, we assume that the academic department offering the course will monitor the quality of the course and provide input to the faculty member's supervisor for annual performance evaluations and for promotion and tenure. For summer session courses, submit this form without accompanying documentation. For new Ecampus courses, submit this form with the Ecampus course proposal attached.

Course Information

Instructor Name: _____
Last First M.I.

Course Title and Designator: _____

Proposed terms of delivery:

Summer Fall Winter Spring

Will this be a recurring teaching commitment? Yes No

Course Credits _____

Proposed Starting Date: _____

Compensation

New Course Development

Total Course Development Support (Include Ecampus, college match, and department match if applicable): _____ \$

How will development support be used?

Summer salary Overload compensation In-load Salary savings

Estimated FTE for course development: _____

Describe additional course development commitments (GTA or student support, access to specialized equipment, etc.):

Course Instruction

Total Salary and OPE for Course Delivery each time it is taught: \$ _____

How will course delivery compensation be used?

- Summer salary Overload compensation In-load Salary savings

Estimated FTE for teaching the course: _____

Describe additional course delivery or funding agreements (Supplemental station support, GTA support, revenue sharing above minimum course enrollment, expanded enrollment, etc.):

For courses that are developed and/or taught in-load, describe how the faculty member’s regular duties will be covered:

Approvals

Instructor Name	Signature	Date
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Branch Station or Extension Office

Supervisor Name	Signature	Date
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Department Head	Signature	Date
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