

SAMPLE

DATE: 1 January 2012

TO: John Doe, Instructor, Dept. of Physiology
Jane Smith, Chair of Physiology
Bill Dean, Dean of Medicine

FROM: Lloyd Henderson, Executive Director, College of Extended Learning (CEL)

RE: **Contract to develop PHYG 1234 as a UNB Online course**

DEVELOPMENT CONTRACT

The signatories agree to the following terms and conditions to **develop** online course PHYG 1234 *Introduction to Physiology* (the Course). The Course will be offered in an open-entry format through UNB Online.

By signing this contract, the Chair (the Chair) of the Department of Physiology (the Department) and the Dean (the Dean) of the Faculty of Medicine (the Faculty) indicate their approval for the development of the Course. The Chair will appoint John Doe as subject matter expert (the SME) to develop the Course. UNB Online can assist in making the Course suitable for on-line delivery via Desire2Learn, UNB's learning management system. UNB Online can also provide the necessary style guides and layouts to ensure that best-practices are followed and that the format of the Course is consistent with other courses offered through UNB Online. The Course shall be ready for delivery by 31 December 2012.

The Course will be reviewed by a peer appointed by the Department to ensure that it meets academic requirements. UNB Online will review the Course for consistency in format and presentation, but will not review its content.

The relevant articles in the Collective Agreement in force between the AUNBT and UNB shall apply in matters pertaining to the ownership of intellectual property and copyright, and the hiring and payment of instructors to develop UNB Online courses.

As developer of the Course, UNB Online will also offer the SME a Multi-Year Appointment to teach the course. Terms pertaining to the offer of appointment to teach the Course and compensation for teaching are outlined in the teaching contract entitled "*Contract to **teach** PHYG 1234 as a UNB Online course*" (the Teaching Contract).

UNB Online will provide the equivalent of one base three-credit stipend to support the development of the Course. This fee will be paid to the SME following UNB's regulations regarding payments to course developers and instructors. Payment of this fee grants UNB a

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license to use the intellectual property of the Course for a period of three years, starting on the start date as defined in the Teaching Contract. The specific terms of the license are defined in the Collective Agreement (Art. 38.07 for Group 1 – Full Time and Art. 29.08 for Group 2 – Contract Academic Employees).

As soon as the Course has been developed and is ready to be offered, please notify Joss Richer, Manager, UNB Online so that the Course can be properly set up in Datatel and payment for development be processed.

Please indicate your acceptance by signing and returning a copy of this contract to Joss Richer, Manager, UNB Online (joss@unb.ca / 452-6338). For more information about UNB Online, please visit www.unb.ca/cel/online.

Sincerely,

Lloyd M. Henderson, Executive Director
College of Extended Learning, UNB

Acceptance: We have read and accept the terms and conditions outlined in this contract.

Signature: _____ Date: _____
John Doe, Instructor

Employee ID or SIN: _____

Signature: _____ Date: _____
Jane Smith, Chair of Physiology

Signature: _____ Date: _____
Bill Dean, Dean of Medicine