

**DePaul Online Teaching Series (DOTS)
Participant Agreement**

This Agreement made this ____ day of _____, 20____, by and between _____ (“Participant”) and DePaul University, an Illinois not-for-profit corporation (“DePaul”).

WHEREAS, DePaul has developed a program known as the DePaul Online Teaching Series (the “DOTS Program” or the “Program”), which is intended to train and assist DePaul faculty how to become successful facilitators of online learning; and

WHEREAS, Participant is a full-time faculty member in the _____ (college/school) and wishes to participate in the DOTS Program; and

WHEREAS, DePaul is willing to accommodate Participant’s wishes in this regard.

NOW, THEREFORE, in exchange for good and valuable consideration the parties agree as follows:

1. Responsibilities of the Participant. Participant agrees to complete the following elements of the DOTS Program:
 - a. Letter of Support. As a condition for participating in the DOTS Program, Participant agrees to provide the Associate Vice President for Academic Affairs/Distance Learning with a letter signed by the Dean of his/her academic unit expressly indicating the Dean’s support and commitment toward Participant’s participation in the Program. Such letter may be written by the Dean in support of an entire cohort of participants. Participant agrees to check with his/her Dean’s office for pre-existing arrangements between the College/School and the Associate Vice President for Academic Affairs/Distance Learning
 - b. Core Quarter Education Program. Participant agrees to participate in a seven (7) week structured education program regarding effective online course development and facilitation (the “Core Quarter”). The Core Quarter shall consist of the following:
 - i. Classroom-based Instruction. Six (6) weekly in-class meetings, each approximately three (3) hours in duration, with corresponding learning activities; and
 - ii. Online Instruction. Various online learning activities, equivalent to approximately three (3) hours of instruction per week for a total of seven (7) weeks.

- c. Online Courses Development. Following successful completion of the Core Quarter and based on the principles learned therein, Participant agrees to develop one (1) or more fully online (or online and in-class hybrid) course (the “Online Courses”) with assistance from an Instructional Design Consultant.
 - i. Timeline and Deliverables. Participant agrees to cooperate fully with the assigned Instructional Design Consultant by delivering materials according to a commonly agreed timeline. Repeated unjustified delays in delivering required materials will be considered a violation of this agreement.
 - ii. Peer Review, Functionality and Quality. Participant agrees to make the Online Courses available for peer review by the DOTS Program administrator(s) and/or other faculty. Participant agrees to work in close collaboration with the administrator(s) of the DOTS Program to ensure that the Online Courses are fully functional and meet the university’s standards regarding academic quality.
 - iii. Ownership of Courses. The Online Courses shall be considered non-obligated copyrightable works under the university’s Discovery and Copyright Policy. As such, the Participant shall own and retain all rights to the Online Courses, including copyright.
 - d. Online Courses Instruction. Within eighteen (18) months of completing the Core Quarter, Participant agrees to teach at least one (1) of the Online Courses during at least two (2) academic quarters as part of his/her regular, full-time faculty course load. Any exceptions or deviations from this schedule must be approved in writing by the Associate Vice President for Academic Technology, Online Learning and Research.
 - e. Regular Duties. Participation in the Program shall be part of Participant's regular duties as a full-time faculty member and Participant shall continue to receive his/her then-current academic base salary, as set forth in the Participant's Contract of Faculty Employment (the "Employment Contract"). Participant acknowledges and agrees that this Agreement is not intended to modify, expand, or amend Participant's Employment Contract with DePaul.
2. Responsibilities of DePaul. In exchange for the Participant’s participation in and successful completion of the Program, DePaul agrees to provide the following:
 - a. Technology Kit. DePaul shall provide the Participant with a technology kit including a personal computer, software, and various accessories, as described further in Exhibit A (the “Technology Kit”). Both DePaul and the Participant agree that the Technology Kit provided to the Participant is the property of DePaul unless or until

the Participant has completed all of the tasks described in Article 1 above in a satisfactory manner and within the specified timeframe. Upon full completion of the tasks, the Technology Kit shall become the property of the Participant. The Participant assumes all responsibility for the Technology Kit for the duration of this Agreement and upon acquiring ownership of the Technology Kit assumes any and all tax liability that may arise by virtue of it being a taxable benefit. Should any of the equipment in the Technology Kit be damaged in any way while in the Participant's possession, including by loss or neglect, the Participant assumes all responsibility for repair and/or replacement. Participant agrees that he or she shall return the Technology Kit within two weeks after withdrawing from or terminating his or her participation in the Program without completing the responsibilities set forth in Article 1.

b. Financial Incentive. In consideration of the Participant's efforts to improve his/her online teaching and online course development skills, DePaul agrees to provide the Participant with a total financial incentive of \$1500 payable as follows:

(i) \$500 payable upon satisfactory completion of the Core Quarter, as described above in Paragraph 1(b); and

(ii) \$1000 payable upon satisfactory completion of the Online Course Development and Online Course Instruction components of the DOTS Program, as described above in Paragraphs 1(c) and 1(d).

(iii) The payments described in this section are subject to applicable withholdings and deductions in accordance with law and DePaul's normal payroll procedures.

c. Certificate of Completion. Upon completing all requirements of outlined above in Section 1, the Participant shall receive a certificate of completion signed by the Provost.

3. No Assignment, Delegation, or Transfer of Duties. This responsibilities outlined in Section 1 are personal to the Participant and may not be assigned, delegated, or otherwise transferred to any other person or entity without the prior written consent of DePaul.

4. Miscellaneous. This Agreement is not an offer of employment nor is it a guarantee of employment for any specific term. This Agreement may not be modified, amended, supplemented, or otherwise changed, except by writing executed by both parties. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, and representations of the parties with respect thereto.

IN WITNESS WHEREOF, the parties hereby execute this Agreement as of the date first written above.

Participant

Date: _____, 20__

DePaul University

By: _____

Title: _____

Date: _____, 20__

Exhibit A

Technology Kit

- 1.** Tablet PC (Dell Latitude or equivalent) or MacBook (2.4 Ghz – 250 GB or equivalent)
- 2.** Web cam if 1. above does not have embedded cam
- 3.** Headphones
- 4.** Jump Drive (1GB)