

Instructional Faculty Agreement Letter

Dear

While Excelsior College cannot guarantee that any course section will definitely be filled, we have assigned you to teach the following course(s) for the [_____] term.



The starting date of the online presentation of the course will be [_____] and the ending date will be [_____]. Excelsior, through the office of the dean of the School of [_____], will provide direction for use of formats and course delivery methods (e.g., Learning Management System or CD-ROM format).

Faculty payment for each course is based on the sliding pay scale applicable for the course level as published by Excelsior College. The payment amount is calculated based on the course registrations as of the end of the late registration date in accordance with the College's policy (Friday at noon of the first week of class). Payments to faculty are processed in installments, over the course length, and within the normal bi-weekly payroll cycle.

15-Week Courses—Faculty pay for 15-week courses is made in three installments. After approval by the Dean, the first payment for a 15-week course will occur no later than 30 days after the start of the course. The second payment will be made mid-way through the course, usually in week 7 or 8 depending on the timing of the bi-weekly payroll cycle. The final payment is processed after the course ends, after the grades are submitted, and is contingent on the Deans' approval. This final payment occurs within the normal payroll cycle and can be expected within 30 days after the end of the course.

8-Week Courses—Faculty pay for 8-week courses is made in two installments. After approval by the Dean, the first payment for an 8-week course will occur no later than 30 days after the start of the course. The final payment is processed after the course ends, after the grades are submitted, and is contingent on the Deans' approval. This final payment occurs within the normal payroll cycle and can be expected within 30 days after the end of the course.

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Faculty pay can be processed only when all of the associated employment tax forms are complete and on file with the Office of Human Resources. Should the student registration for this course and term be less than a minimum acceptable number of students, the College may cancel the course or may invite you to instruct the course for a compensation amount to be negotiated. Presently the minimum acceptable number of students is five.

Courses at Excelsior College are based on a syllabus which will be provided to you. For online courses, prior to the first day of class, you will be expected to send information concerning your personal biography, office hours, late assignment policy, and any special instructions you wish to provide to the students. For CD-ROM format courses you will receive a blank "Instructor Detail Table" to complete and return which will be distributed to CD-ROM format students. Information will be provided to you regarding the required text(s) to be used for this course. The grading system will be A–F and your final grades must be submitted to the College no later than five business days after the end of class.

We anticipate that you will average 9–15 hours of work per week, per course, depending on the length and the number of credits of your course, throughout the term. Additionally, the dean of the School of [_____] has established a minimum set of faculty guidelines regarding the management of your course which you will be expected to comply with ([see Instructional Faculty Agreement Letter: Attachment A](#)).

It is understood that the College has engaged you on a fee for service basis, that any copyright or other intellectual property rights created by you under this Agreement is the sole property of Excelsior College and that you hereby relinquish any and all claims in such copyright or other intellectual property rights.

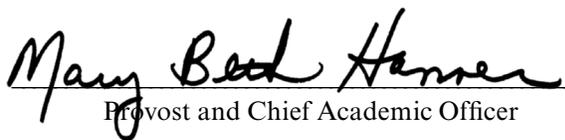
Also, you agree to receive and retain Excelsior's confidential/proprietary information in confidence and to use such information solely for the business purposes outlined in this Agreement. Further, you agree to make no other use of Excelsior's confidential/proprietary information and to refrain from disclosing such information to any third party.

Nothing in this letter creates or is intended to create continuing employment; employment with Excelsior College is employment-at-will. Employment may be terminated at the employee's will or at the will of the College, at any time, with or without cause and with or without notice. Also, please understand that your employment-at-will status may not be modified orally and that no management official is authorized to make any assurance or promise of continued employment.

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By accepting this offer of employment you represent and warrant that you are not bound by any agreement that may prevent you from accepting this position with Excelsior College and that you have disclosed all facts and circumstances relating to any restrictions you may have from working with Excelsior College with your hiring manager.

Excelsior College


Provost and Chief Academic Officer

(Date)

Faculty

“I have read and understand the Letter of Agreement and applicable attachments and accept the assignment detailed above.”

Click the link below to accept this contract. If you are unable to do so, copy and paste this link into a browser and submit.



Instructional Faculty Agreement Letter: Attachment A

Expectations for Instructional Faculty for Online Courses

The following list outlines the expectations for faculty who are hired as instructors and to facilitate an online course for Excelsior College.

- 1. Fulfill all requirements and adhere to all College policies. Most notably, instructional faculty must be aware of and adhere to the College policies that most directly impact instruction (see VII. Academic Policies and Procedures in the *Faculty Handbook*).**
 - a. Faculty who are new to Excelsior College are required to successfully complete the orientation for new faculty course prior to facilitating their first course. Exceptions to this requirement must be approved by the provost.
 - b. Faculty who do not have experience using the Learning Management System (LMS) must complete the orientation for the current learning management system.
 - c. Faculty must agree to facilitate the course as it is designed, making no changes to content or implementation guidelines. Confer with appropriate staff if there are questions or concerns about course content or requirements.

- 2. Prepare to teach the online course.**
 - a. Review selected textbooks, materials, course outline, and syllabus before the first day of class.
 - b. Access support services and resources for faculty. The Center for Excellence in Teaching, Learning and Assessment (CETLA) is a portal for course facilitators and developers at all levels of experience and for anyone else interested in online teaching and learning. Its purpose is to provide a gateway to the resources and tools needed to create and maintain high-quality learning experiences for adult learners at a distance. Faculty web pages/CETLA Portal is located at <https://my.excelsior.edu/group/faculty-myexcelsior/home>.
 - c. Actively learn about the array of academic and learning support services available to students, including the Excelsior College Library, Smarthinking, and the Online Writing Lab (OWL).

- 3. Manage the online course.**
 - a. Post a welcome message and introduction in the discussion area prior to or within the first 24 hours of the course, including information about office hours. Encourage students to post welcome statements to each other.
 - b. Conduct a minimum of one regularly-scheduled office hour per week using the LMS chat room feature or other College-supported synchronous tools, such as ACPRO. The requirement to schedule office hours can also be met by letting students know that office hours can be arranged by appointment. Office hours are intended to provide students with the ability to communicate with instructors in a realtime, synchronous environment. In the event that the office hours must be cancelled, students should be given advance notice and provided with information concerning alternate office hours.
 - c. Conduct all course-related communication within the LMS communication tools (i.e., Blackboard My Messages, online chat, whiteboard, Q & A forum).
 - d. Demonstrate clear understanding of the Excessive Absenteeism Policy for Online Courses. Review the weekly attendance report, verify their accuracy, handle student requests for excused absences and, if approved, note "Exception" in the LMS grade book. Collaborate with the faculty program director or school designee on AW grade appeals; when appeals are approved, assist the student in getting back on track.

- e. Contact students who appear on Early Alert reports to follow up on individual issues around attendance or performance and recommending support services as appropriate.

4. Teach and facilitate the course.

- a. Respond to all student communications within two days. If a student concern requires additional time to resolve, please send an acknowledgement to the student to indicate receipt of his/her message.
- b. Post announcements relevant to address upcoming activities, encourage use of learning support services, clarify expectations, student concerns, etc.
- c. Log into the course to review and participate at least:
 - i. three different days each week for 15-week courses
 - ii. four different days each week for 8-week courses

Notify the faculty program director and students if the minimum participation requirements cannot be met.

- d. Promote discussion board participation by posting substantial² responses to select student postings at least three different days per week.

5. Assess student learning.

- a. Assess student submissions and interactions promptly and substantively, and intervene as needed.
- b. When rubrics are provided, adhere to all rubrics to assess student learning.
- c. Provide each student with timely, substantial feedback on assignments that contribute to the final grade.
- d. Provide feedback to the class after team summaries have been posted for each discussion assignment.
- e. Provide formative feedback to each student midway through the course if not sooner. This evaluation should take the form of an email with comments based upon the components of all relevant scoring rubrics and work completed to date.
- f. Grade all formative assessments within seven days of receipt for 15-week courses and within four days of receipt for 8-week courses.
- g. Submit grades in the LMS online grade book and keep the grade book current.

6. Course Wrap-Up and Completion.

- a. Grade all final, summative projects and submit final course grades by 5:00 pm Eastern time on the fifth day after the end of the term.
- b. Encourage students to complete the Excelsior College online course evaluation which is available in all courses ten days before the end of the term.
- c. Complete a faculty course evaluation within one week of the completion of the course term.
- d. Stay engaged in the course with any students who have been granted course extensions (incompletes). Be sure to adhere to policy guidelines and time lines.

1 Participation includes posting discussion topics, discussion responses, posting announcements, sending messages within the course system, providing feedback on assignments, or assessing grades.

2 Substantial posts, for example, should include critical feedback or suggestions from the instructor that promote further student engagement, and not be simple agreement or a simple statement of encouragement.

7. Communicate with school faculty and staff.

The following list provides directions on how to contact the College regarding student or academic issues.

a. School of Liberal Arts

Undergraduate Programs:

Contact the full-time faculty member responsible for the course or the assistant or associate dean via email at slacourses@excelsior.edu.

Graduate Programs:

Contact the associate dean/director of graduate programs via email at mls_admin@excelsior.edu.

b. School of Business & Technology

Email the online course management team at bt_Courseissues@excelsior.edu. See initial School of Business & Technology course emails for more information.

c. School of Nursing

Associate degrees in nursing:
learnteam@excelsior.edu

Baccalaureate degree in nursing:
nursingbachelors@excelsior.edu

Master's degree in nursing:
nursingmasters@excelsior.edu

d. School of Health Sciences

Email shs-courses@excelsior.edu or contact the faculty program director responsible for the course.

e. School of Public Service

Email spscourses@excelsior.edu or contact the faculty program director responsible for the course.

f. Ombudsperson

The Ombudsperson Office is responsible for serving students and staff who have questions or concerns pertaining to fee-related matters, College policies, and customer service issues. The online ombudsperson is part of the ombudsperson team and reviews student refund appeals for Excelsior College courses, appeals for INL 102 resets, and appeals for military deployment extensions and withdrawals. The online ombudsperson can be contacted at: eonlinecourses@excelsior.edu.

g. Troubleshooting

The technical support team is available to help with any questions or problems related to the Excelsior College website, MyExcelsior accounts, MyExcelsior Community (formerly the EPN), the Excelsior Library, online practice exams, or online courses. This includes questions or problems related to: creating or signing into your MyExcelsior account, accessing online publications, participating in an online chat, or uploading assignments to an online course.

Information on the resolution of technical problems can be found at:

- **Help Desk:**
www.excelsior.edu/HelpOnline
- **Faculty Email Help:**
www.excelsior.edu/FacultyEmailHelp

Instructional Faculty for CD-ROM Courses

Instructional Faculty for CD-ROM Courses

The following list outlines the expectations for faculty who agree to serve as instructors and facilitate a CD-ROM course for Excelsior College.

1. Fulfill all requirements and adhere to all College policies.

Most notably, instructional faculty must be aware of and adhere to the College policies that most directly impact instruction (see **VII. Academic Policies and Procedures in the [Faculty Handbook](#)**).

- a. Faculty must agree to facilitate the course as it is designed, making no changes to content or implementation guidelines. Confer with appropriate staff if there are questions or concerns about course content or requirements.

2. Prepare to teach the CD-ROM course.

- a. Review selected textbooks, materials, course outline, and syllabus before the first day of class.
- b. Access support services and resources for faculty. The Center for Excellence in Teaching, Learning and Assessment (CETLA) is a portal for course facilitators and developers at all levels of experience and for anyone else interested in online teaching and learning. Its purpose is to provide a gateway to the resources and tools needed to create and maintain high-quality learning experiences for adult learners at a distance. Faculty web pages/CETLA Portal is located at <https://my.excelsior.edu/group/faculty-myexcelsior/home>.
- c. Actively learn about the array of academic and learning support services available to students, including the Excelsior College Library, Smarthinking, and the Online Writing Lab (OWL).

3. Manage the CD-ROM course.

- a. Communication between students and instructors in all CD-ROM courses must take place using the Excelsior faculty email system.

Telephone or other contact outside this system should be documented in the gradebook or by email.
- b. Demonstrate clear understanding of the Excessive Absenteeism Policy for CD-ROM Courses. Update weekly attendance in the LMS, handle student requests for excused absences and, if approved, note "Exception" in the LMS grade book. Collaborate with the faculty program director or school designee on AW grade appeals; when appeals are approved, assist the student in getting back on track.

4. Teach and facilitate the course.

- a. Respond to all student communications within two days. If a student concern requires additional time to resolve, please send an acknowledgement to the student to indicate receipt of his/her message.

5. Assess student learning.

- a. Assess student submissions and interactions promptly and substantively, and intervene as needed.
- b. When rubrics are provided, adhere to all rubrics to assess student learning.
- c. Provide each student with timely, substantial feedback on assignments that contribute to the final grade.
- d. Provide formative feedback to each student midway through the course if not sooner. This evaluation should take the form of an email with comments based upon the components of all relevant scoring rubrics and work completed to date.

- e. Grade all formative assessments within seven days of receipt for 15-week courses and within four days of receipt for 8-week courses.
- f. Submit grades in the LMS online grade book and keep the grade book current.

6. Course Wrap-Up and Completion

- a. Grade all final, summative projects and submit final course grades by 5:00 pm Eastern Time on the fifth day after the end of the term.
- b. Complete a faculty course evaluation within one week of the completion of the course term.
- c. Stay engaged in the course with any students who have been granted course extensions (incompletes). Be sure to adhere to policy guidelines and time lines.

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Email the online course management team at bt_Courseissues@excelsior.edu. See initial School of Business & Technology course emails for more information.

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