



April 15, 2020

William Evans-R00006606
2626 Patrice Lane
Maumee, OH 43537

Dear Professor Evans,

I am pleased to offer you a summer faculty appointment in Engineering Technology, beginning May 18, 2020 and ending August 7, 2020. Your assignment is to teach the following courses for the department:

- EET-2410-041,042, Mechatronics Lecture & Lab, 4 credits, 16/20
- EET-4450-041,42, Automatic Control Systems Lecture & Lab, 4 credits, 19/20

Per the UT BOT-AAUP Collective Bargaining Agreement, the Department Chair, in conjunction with the Provost, is responsible for determining which courses are offered in the summer, and the Provost's Office has the right to cancel any class as appropriate.

Your compensation for this assignment will be paid at three and one third percent (3 1/3%) of your current academic-year base salary, excluding any stipends, for each credit hour you teach up to a maximum of six credit hours or two courses, whichever is greater. Your gross compensation for this assignment will be \$28,908.00.

Additional payment for course sections or contact hours not already attributed to the course will be reviewed on a case-by-case basis by the Department Chair in consultation with the Dean and would be paid at the part-time faculty rate, if approved.

This appointment is contingent upon the sufficient enrollment to justify running the course. If any or all of your assigned summer courses are cancelled, you may be assigned alternative courses for which you are qualified to teach; however, you have no right to an alternative course assignment, and you may not bump other faculty members from their summer teaching assignments.

As part of this summer faculty appointment, you will be required to:

- 1) Check class roster(s) and retain records on last date of attendance records for any students that fail to complete the course.
- 2) Remotely teach all lecture and lab sections on the official University schedule for your course(s).
- 3) Utilize University supported technology (e.g., Blackboard, Blackboard Collaborate Ultra, Echo 360 and/or WebEx) to remotely deliver your courses.
- 4) Prioritize safety and training in any lab sections you teach, and review the lab safety procedures with the students during the first week of class.
- 5) Enter grades using the grading system on the University web for faculty. Your grades are due no later than 10 p.m. on Tuesday, August 11, 2020.
- 6) Retain copies of all graded materials not returned to students through the end of the fall semester.
- 7) Provide a copy of the gradebook or spreadsheet to your department chair if you are not teaching during the fall semester.

- 8) Respond to student inquiries promptly, through email or other remote means, as appropriate.
- 9) Develop and deliver assignments, exams or other instruments for assessing student learning that are appropriate for remote delivery of instruction.
- 10) Schedule, post, and keep five office hours per week during this assignment. This includes holding live interactive sessions using technologies listed in #3 and/or providing times to students during which you will respond to their emails or answer their phone call immediately.
- 11) Provide your department chair with requested documentation for ABET accreditation and/or assessment of student learning.
- 12) If you are teaching a graduate level course, you must have Graduate Faculty Status.
- 13) If you are teaching a 90x course section intended to be DL regardless of remote instruction, it must be Quality Matters (QM) certified or you must have completed QM training.
- 14) For all other remote instruction, plan, design, and incorporate strategies to encourage student participation and active engagement in an online environment.

All summer instructional assignments will be evaluated by the Department Chair. If your performance is not satisfactory with respect to the requirements detailed above, you may be disciplined, up to and including the termination of your summer teaching assignment. In the event that you do not teach the entire summer term, for any reason, you will be compensated solely for the time you actually taught.

You are expected to fulfill all assignments and to conduct yourself in accordance with all University, College, and Departmental policies and procedures and all applicable laws.

If the terms set forth in this letter meet with your approval, please sign and date where indicated, and return this letter to the department within five business days. I look forward to working with you during the summer term. Please do not hesitate to contact me if you have questions or need further information concerning this assignment.

Sincerely,

Nasser Alaraje

Dr. Nasser Alaraje
Chair, Department of Engineering Technology

I, William Evans, have read and understand the terms of the appointment offered, and I accept those terms.

William T Evans

Signature

4-15-20

Date