

**Article 44.00 Appendix II**

ONLINE COURSE TEACHING CONTRACT

This Course Teaching Agreement (the “Agreement”) shall be in effect until (check appropriate box):

- For the Employee who has signed a contract to develop or redevelop the course, the IP license expiration date (\_\_\_\_\_, 20 \_\_\_\_\_) from Section 3.2 of the Online Course Development or Redevelopment Contract.
- For an Employee who did not develop or redevelop the course and who is replacing an Employee who has subsequently become unable to teach the course, the IP license expiration date (\_\_\_\_\_, 20 \_\_\_\_\_), in Section 3.2 of the Online Course Development or Redevelopment Contract.
- For an Employee who did not develop or redevelop the course and who is replacing an Employee who has temporarily become unable to teach the course, the IP license expiration date (\_\_\_\_\_, 20 \_\_\_\_\_) in Section 3.2 of the Online Course Development or Redevelopment Contract, or until the original Employee returns from leave.

BETWEEN: The Governors of Acadia University, on behalf of Open Acadia (the “Employer”)

AND

[\_\_\_\_\_], with an address at [\_\_\_\_\_] and phone number [\_\_\_\_-\_\_\_\_-\_\_\_\_] and E-mail of [\_\_\_\_\_] (the “Employee”).

WHEREAS: The Employer and the Employee intend this to be a contract of service to teach an online course (“Course”);

Both parties acknowledge that the Course is an integral part of Open Acadia’s program; and

The Employer and Employee acknowledge and agree that this Course may contain original expression contributed by the Employee and/or employees of the University.

THE PARTIES AGREE AS FOLLOWS:

1. ONLINE TEACHING COMMITMENT
  - 1.1 The Employee agrees to teach the online course entitled \_\_\_\_\_ within the guidelines laid down by Faculty and Senate.
2. REMUNERATION
  - 2.1 If the Employee currently holds a full-time appointment with the University, remuneration shall be determined by the stipend for online courses established in the Full-Time Employee Per Course Stipend Table, Appendix H of the Sixteenth Collective Agreement; otherwise, the remuneration shall be determined by the stipend for online courses established in the Part-Time Employee Stipend Table, Appendix I, in combination with the Employee’s precedence in that same Appendix I of the Sixteenth Collective Agreement. In accordance with Article 26.63, in lieu of health and dental benefits, Part-time Employees (who have no other employment relationship with Acadia University) shall receive an additional 5% of their stipend (Appendix I).

- 2.2 If the course has a laboratory component, the Employee shall be paid a fee of 0.5 times the per-course stipend in addition to the stipend in 2.1. This amount includes 4% vacation pay.
- 2.3 If a student withdraws within two (2) weeks of registration and without having submitted any coursework, the Employee shall be paid a \$50.00 cancellation fee in lieu of the amount paid for each credit course registrant as stipulated in Appendix H or I.
3. GENERAL
- 3.1 The Employee agrees to:
- (a) abide by the academic regulations and policies of Acadia University as they may be amended from time to time, including but not limited to the Open Acadia Calendar;
  - (b) respond to student inquiries in a timely fashion;
  - (c) mark and return assignments normally within seven (7) working days;
  - (d) notify Open Acadia three (3) months in advance of any absence that will compromise their ability to teach this course.
- 3.2 This Agreement shall be construed and interpreted in accordance with the laws of the Province of Nova Scotia.
- 3.3 A signed copy of all accepted contracts shall be forwarded to the Association by the Employer in accordance with Article 58.11 (d).

IN WITNESS WHEREOF, the parties have duly executed this Agreement.

Employer	Employee
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Date	Date
_____	_____
Director/Head of Academic Unit	Date
_____	_____
Dean	Date
_____	_____
Director, Open Acadia	Date
_____	_____
Director/Head of Academic Unit	Date
_____	_____
Dean	Date
_____	_____
Director, Open Acadia	Date