



## Course Instructor Agreement

As an SJVC Online Instructor you agree to the following:

1. The instructor will complete the SJVC Online training program and will be approved to teach the course assigned. Course approvals are based upon meeting the requirements outlined in the Faculty Qualifications Manual and the needs of the college. Participation in New Faculty Orientation (NFO) is required for all instructors. This is a two-day training. Transportation, hotel and expenses will be provided, as needed.
2. In return for the appointment to teach the course specified in this agreement, the instructor acknowledges that the relationship with SJVC Online is governed by this agreement and that s/he will comply with the terms of the agreement.
3. The adjunct/part-time instructor acknowledges that retention by SJVC Online is for the current course assignment(s) only and that there has been no guarantee or representation by SJVC Online or any of its agents of any future course instruction assignments.
4. The instructor acknowledges that all course materials are property of SJVC and may only be used for SJVC courses.
5. The instructor will secure copyright permissions for additional materials and will submit approved permission documents to the Academic Dean or Campus Director prior to the course start date.
6. If the instructor is removed from a teaching assignment prior to completion of the assignment; no further compensation will be due to the instructor. The instructor will be paid for hours worked up until removal from the course.
7. The instructor has access to a computer that meets the minimum requirements as outlined below:
  - Software**
    - Windows Update should be set to install software updates automatically.
    - Windows OS is recommended for PCs.
    - Microsoft Office 2010 (Word, Excel, Access, and PowerPoint applications) will be provided upon request.
  - Security**
    - Install antivirus software.
    - Set the antivirus software to update DAILY.
    - Set Windows Update to install automatically.
    - Avoid file swapping services as they act as a breeding ground for viruses and worms.
    - DSL/Broadband users should set up a firewall, preferably a stand-alone device, such as a DSL/Cable router, rather than a software firewall.
  - Network Connections**
    - SJVC recommends that you connect to the internet using a DSL or cable connection.
8. The instructor will be evaluated by students enrolled in the course. The instructor acknowledges that SJVC Online may use performance and compliance results in determining faculty suitability for future teaching assignments.
9. The instructor will provide consistent student outreach with regards to regular student attendance and/or general student success in the course. Regular email and phone communications are required for students displaying challenges with adherence to the SJVC attendance policy. Regular email and phone communications are required for students displaying challenges with general success in the course. All communications with students will be documented into contact manager.
10. The instructor agrees to utilize all SJVC prescribed "Common Mastery Assessment" materials in an effort to provide data related to course learning outcome mastery.
11. The instructor will complete and submit, to the Division Manager, a course syllabus two (2) weeks prior to the start of the course. The syllabus will contain a detailed outline of the course content, instructor policies, expectations for student engagement, and a general roadmap of course organization.
12. The instructor will adhere to the following course process and procedures:
  - a) Unit structures will be consistent from Monday-Sunday (other than week/unit 5, which will be Monday through Thursday with final grades due on Friday no later than 11am).
  - b) The instructor will provide engaging opportunities for students to post daily attendance (live lecture, discussion forum, etc.).

- c) The instructor will incorporate a live interaction element into his or her course each week. This live interaction must be a minimum of one hour per week and must be observable.
- d) All live interaction elements must take place on Monday or Tuesday. If the live interaction is broken into multiple pieces, over half of the requisite 1 hour of live interaction must take place on Monday or Tuesday.
- e) By Thursday of each week/unit, a minimum of 1 gradable item will be due in each course taught though instructors are not restricted to what the gradable item consists of.
- f) All additional assignments for the units are due on the last day of the unit.
- g) The instructor will return graded course assignments to the student within three (3) calendar days of the assignment due date. If, due to extenuating circumstances these conditions cannot be met, the instructor will establish an alternative which will clearly be communicated to the students. The alternative must be preapproved by the Division Manager or Director of Online Education. Final grades are due at 11:00 am the day after the module ends.

13. The instructor will receive a salary of [Pay] for teaching this SJVC Online course. The total salary will be divided by the total number of weeks in the module and will be paid on a biweekly basis (see pay schedule below).

Course number and name:

Number of Units:

Course Instructor:

Social Security Number:

Day Phone:

Mobile Phone:

Evening Phone:

Email Address:

Mailing Address:

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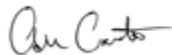


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Course Instructor Signature

Date

I approve this instructor to teach the above course in the session **beginning [Start Date] and ending [End Date]**.




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Director of Distance Education

Date

## Pay Schedule For Module [Start Date]

Course Code	Sect	Course Pay	Check Date	Check Date	Check Date	Check Date

**Course Instruction Pay should be entered on your timecard no later than 8:00 am on the Friday prior to the check date.**