Model Template for a Course Development Contract at The Tseng College

This contract is an agreement between

____________________________________ (the producer) and the California State University, Northridge, College of Extended Learning (ExL) for specific work to be done in the design, development or customization of a course or program. This assignment will be performed on a work-for-hire basis with all rights to the work product becoming property of the College of Extended Learning. However, ExL recognizes the right as the producer to use the work product, with the written approval of the ExL Dean or designee, in his/her own teaching assignments at CSUN (or your home campus) so long as those assignments do not compete with course offerings by ExL.

Terms and Conditions of Employment

1. Federal regulations and University policy dictate that those who are contracted under this agreement are classified as employees of the California State University, Northridge and paid as consultants to the University. If already an employee of the California State University system, we call attention to the 125% rule which limits total employment to 125% of full-time hours in any given employment period. While ExL will work with the appropriate campus authorities to determine eligibility under the 125% rule, it is ultimately the responsibility of the provider to monitor their compliance with this rule.

2. The specific work to be performed is outlined in Attachment A, Description of Work to Be Performed.

3. For the duration of the contract and when fulfilling the duties thereunder, the producer will be expected to comply with all University policies including, but not limited to, those policies regarding non-discrimination, sexual harassment and research ethics.

Compensation and Assignment

Total compensation for the work performed in connection with this contract will be

$ ______________. Unless otherwise noted, this payment normally will be made as one lump sum at the conclusion of the contract.

The general nature of the work to be performed under this contract will be in one or more of the following areas:

1. Program-wide design and coordination
2. Course development, including development of an instructional module, case study or other stand-alone component:

3. Course architecture, including development for an individual client/cohort, for a specific focus or for a specific method of delivery.
The specific assignment is described in Attachment A.

Signature Accepting the Assignment

Please indicate acceptance of all terms and conditions of Employment. The compensation and the specific assignment as described on Attachment A by signing below and returning this document to:

California State University, Northridge
College of Extended Learning
18111 Nordhoff Street,
Northridge, CA.
91330-8406

Print Name

__________________________________

Signature __________________________ Date ____________________

Mailing Address

__________________________________
Street

City State

Zip __________________

Employee ID or Social Security # __________________________

Phone __________________________
Are you currently an employee of California State University, Northridge? Yes or No
If yes, please indicate in which department(s)
___________________________________________

Confirming this agreement for California State University, Northridge
_________________________________________________________

Date _______________________________

Dean or Associate Dean, College of Extended Learning