

**Cover Sheet for Tenure Track Contracts
Distance Education and Off-site Teaching
Terminal Degree**

Faculty Member: _____

Department: _____

Dean: _____
Signature

Date: _____

Please check ONE box:

1. If the faculty member will be teaching DE or off-site, beginning in year one, that must be stated clearly in the contract letter:
"These assignments **will** require you to teaching at off-campus sites and through distance learning."
"These assignments **will** require you to teaching at off-campus sites."
"These assignments **will** require you to teaching through distance learning."
2. If in the foreseeable future (1-3 semesters) the faculty member will be teaching DE or off-site, the contract letter must say:
"These assignments **may require** you to teach at off-campus sites and through distance learning."
"These assignments **may require** you to teach at off-campus sites."
"These assignments **may require** you to teach through distance learning."
3. There is no possibility this faculty member will teach DE or off-site in the next year or two.
4. Terminal Degree Required by:
 August 31st 20_____
 December 31st 20_____
 Other Date _____, 20_____

Date: 11/27/13