**COURSE INSTRUCTOR LETTER OF AGREEMENT**

**DATE:**

**INSTRUCTOR NAME:**

**Course Title:**

**Date:**

**Time:**

**Location:**

**Notes:**

**Instructor Compensation:**

The University of Utah is delighted to present this Course Instructor Letter of Agreement (the “Agreement”) to you for the position of Associate Instructor in the University of Utah’s department of [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]. This Agreement sets forth the expectations related to your Associate Instructor position. To accept this offer and confirm that you agree to the terms indicated herein, please sign this Agreement and return a copy via mail, hand delivery, or emailed as a pdf file to the University of Utah, as specified below, on or before [Month, date, year]. Please retain a copy of the fully signed Agreement for your files.

Return a signed copy of this Agreement to:

[name for contact at relevant University department]

[name of department]

[physical address]

[department phone number]

[email address for departmental contact]

The Terms and Conditions of this Agreement are as follows:

1. **INSTRUCTION SERVICES:** You will provide instruction for the course identified above on the dates, time and at the location identified above in a competent and professional manner.
2. **UNIVERSITY POLICY:** As an employee of the University Of Utah, you will comply with all applicable University of Utah policies. This Agreement is conditioned upon acceptable results of a criminal background check and verification of your education.
3. **INSTRUCTOR COMPENSATION**: The University of Utah processes payroll twice a month on approximately the 7th and 22nd of the month. In order for you to receive timely payment for the course, you must sign and return this Agreement to the individual identified above by the date indicated above.

The University of Utah will pay your compensation as a lump sum upon the conclusion of the last class session of the course. As appropriate, you may authorize use of a guest or substitute instructor, but no separate or additional compensation shall be provided by the University of Utah. The University of Utah reserves the right to require prior approval or the removal of any guest or substitute instructor.

1. **COURSE CHANGES:** The University of Utah may change certain details about the course up to and including the day before the course. Such changes may include but are not limited to the location, room number, or enrollment of this course. If the date or time are changed, such changes will be communicated to you at least one full business day prior to the start of the course. Regardless of any change, your compensation will remain unchanged once this signed Agreement has been received by the University of Utah.
2. **CANCELATION BY UNIVERSITY:** This Agreement may be cancelled by the University of Utah up to and including the day before the course for any one of a variety of reasons, including, without limitation, insufficient enrollment, departmental request, or unavailable space. This Agreement may be terminated for cause at any time, as determined at the discretion of the relevant department director. Cause may include, for example, violation of University of Utah policies and procedures or your willful or negligent breach of duty. Please maintain contact with our office to avoid any confusion or misunderstanding.
3. **CANCELATION BY INSTRUCTOR:** Upon the acceptance of this Agreement, should you become unable to teach a course, you are responsible for notifying the University of Utah of the cancelation at least 7 business days’ prior to the first session of the course, or as soon as possible. Additionally, you shall have two suggestions for alternate instructors when you notify of University of Utah of cancellation.
4. **COURSE MATERIALS:** Any course materials you need to be printed by the University of Utah for the course must be sent to the relevant department at least seven (7) business days in advance of the course start date. If the relevant department does not timely receive the materials, you may be responsible for the cost of expediting or printing materials. In certain cases, at the discretion of the relevant department, instructors may be reimbursed for their costs upon the submission of a receipt. Such reimbursement may take up to three weeks to process from date of submission.

Materials for printing must be presented in a manner that supports and protects the brand of the University of Utah. The University of Utah retains the right to ask you to edit the appearance of materials for University of Utah branding consistency and you will be contacted if adjustments are significant in nature. If you also work on behalf of yourself in a private capacity or for another training or consulting company, we ask that any mention of your private instruction or third-party company is confined to your instructor biography in course materials.

You hereby represent that you are the copyright holder, or that you have obtained permission from the copyright holder, of all content within the course material and you further represent that your use of the course material will not infringe on the copyright rights of any third party. You agree to hold harmless, defend and indemnify the University of Utah from and against any claim a third party that may assert for infringement of any copyright right to any content within the course material.

1. **INSTRUCTOR CONDUCT:** You may not, through written or spoken content, make promises, either explicit or implicit, of financial or business success, job placement, or physical or emotional cure. Niether you nor any guest or substitute instructor, or participating organization may use the course as a forum for recruiting or referring course participants into private instruction, therapy, self-improvement programs, or other professional or social relationships. If you also provide private instruction or services for a third-party company, you may not state or imply, verbally or in written materials, that you or your instruction or services are endorsed or recommended by the University of Utah. You may not use the course as a forum to promote personal, political, or religious views.
2. **UNIVERSITY MAILING LISTS AND COURSE ROSTERS:** Utah law prohibits the use of student mailing lists or course rosters for dissemination of material of any kind produced or distributed by any individual or organization other than authorized persons of departments within the University of Utah. You may compile course rosters only for the purpose of facilitating communication among course participants, and even then only with their specific agreement indicated by their signing such rosters. You may not distribute, provide access to, or otherwise use addresses, social security numbers, grades, and rankings, or other confidential information. Doing so may constitute a violation of the federal Family Education Rights and Privacy Act.
3. **SPECIAL REQUIREMENTS:** The University of Utah seeks to provide equal access to its programs, services, and activities to people with special needs. If assistance is required by you or a student, please call the Office of Equal Opportunity and Affirmative Action at (801) 581-5361.

We very much look forward to working with you and are excited about the experience and skills you will bring to the University of Utah. You will be a great addition to our team. To accept this offer, please sign below and return a copy of this Agreement to the contact listed on the first page of this Agreement.

**By signing this Agreement, I affirm my agreement to the terms and conditions presented herein.**

**COURSE INSTRUCTOR**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_