**Mayville State University**

**Evaluator Agreement for Review of Online Courses**

The parties to this Agreement are Mayville State University (MaSU) and MaSU employee .

Thank you for agreeing to review using the MaSU Faculty Senate approved Online Course Development Rubric as a guide. Per our arrangement, you will be paid $ for a complete review of this online course. In order to maintain a high level of online instruction at MaSU, the Offices of Instructional Technology and Extended Learning consider a complete review to consist of the following:

* Answer every question on the rubric to the best of your ability.
* Explain your response in the evaluation document when necessary.
* Make recommendations for improvement in areas where you believe the course is lacking.
* Include *both* positive and negative feedback using language that is respectful of your colleagues' work and academic freedom.
* Review any changes made by the developer in response to the Evaluation.
* Sign the Online Course Evaluation and the Confirmation of Evaluation Form.

In order for you to be paid for your evaluation, both the Online Course Evaluation and the Confirmation of Evaluation Forms must be signed by you. The forms will be sent to the appropriate office for processing and you will be paid in the pay period following their complete submission.

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Evaluator Date

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Director of Instructional Technology Date