

Memorandum of Agreement TEMPLATE

Project: [COURSE NAME] Open Textbook

Academic Partner: [UNIT OR COLLEGE]

Prepared by: [FUNDING UNIT], [INSTITUTION]

[UNIT OR COLLEGE] Point(s) of Contact

[FIRSTNAME LASTNAME]
[TITLE], [UNIT OR COLLEGE]
[UNIT OR COLLEGE]
[EMAIL OR PHONE#]

[FIRSTNAME LASTNAME]
[TITLE], [UNIT OR COLLEGE]
[UNIT OR COLLEGE]
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[FIRSTNAME LASTNAME]
[TITLE], [UNIT OR COLLEGE]
[UNIT OR COLLEGE]
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[FIRSTNAME LASTNAME]
[TITLE], [UNIT OR COLLEGE]
[UNIT OR COLLEGE]
[EMAIL OR PHONE#]

Synopsis:

The [UNIT OR COLLEGE] supports hundreds of students each academic year, training them to enter professional careers in [DISCIPLINE] industries. In an effort to increase the affordability of [UNIT OR COLLEGE] courses and improve access to educational content for [UNIT OR COLLEGE] students, [UNIT OR COLLEGE] and the [FUNDING UNIT] will partner to replace the costly required textbook for the [COURSE NAME] course with an Open Educational Resource (OER) in the form of an open textbook. The OER will be developed by a graduate assistant (GA) in the [UNIT OR COLLEGE] Department, with support from the [FUNDING UNIT], and guidance from a committee of [UNIT OR COLLEGE] faculty. The [FUNDING UNIT] will fund [%] of the GA position during [TERM] semester [YEAR] to develop the OER.

The committee from the [UNIT OR DEPARTMENT] agrees to guide the development of the OER with the expected delivery of draft content by the end of [TERM] semester [YEAR]. All OER content developed as part of this project will be licensed under a Creative Commons CC BY Attribution 4.0 license and deposited in the [CAMPUS] OER repository in [MONTH] of [YEAR]. These materials will be piloted in the [TERM] [YEAR] offerings of [COURSE NAME], with the intention of becoming the primary instructional materials used in future [COURSE NAME] courses.

[FUNDING UNIT] Responsibilities

- Fund [%] of GA for [TERM] [YEAR]
- Provide consultancy of [NAME] for instructional design and production services
- Conduct an assessment of the OER in the [TERM] [YEAR]
- Coordinate with the Open Textbook Network to gather broad community input on materials and processes

[UNIT OR DEPARTMENT] Responsibilities

- Provide [#] hours per week of the GA time
- Create, revise, and curate content for the OER
- Cooperate on the production of the OER
- Deliver a draft by [MONTH] [DAY], [YEAR]
- Pilot the draft OER in the [TERM] [YEAR] offerings of [COURSE NAME]

Approved and Accepted by:

[FIRSTNAME LASTNAME]
[TITLE]
[UNIT OR COLLEGE]

Date

[FIRSTNAME LASTNAME]
[TITLE]
[UNIT OR COLLEGE]

Date