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Tuesday, August 12, 2025

Dear Ms. Bryan:

This is to confirm you are scheduled to teach a course for Wayland Baptist University, **WBUonline**, as follows:

Title: CYBERSECURITY DEFENSE ANALYSIS

Course No: MISM4339VC01

Time: Various days and times

Place: Online

Term: Fall125

Course Classification: SR

Rate of Pay*: \$1900

***Please note, pay rate will be prorated if enrollment in your class is less than 4. The prorated amount is tuition/2 x the number of students enrolled in the class.**

The rate of pay for this course is based on the academic level of the course and on whether or not you have a terminal degree. If enrollment for the course is less than 4, the instructor will be paid a percentage based on the number of students in the course. Tuition for an undergraduate course is 451 per hour, and tuition for a graduate course is 538 per hour.

Payments will begin once the Office of the Vice President of Academic and Graduate Services has received all of the following documentation: WBU Application, all official transcripts, resume/vitae, W-4, I-9 and copies of documents for the I-9, and the direct deposit form. After these requirements are met, partial payments will be made semi-monthly, with the first payment being issued on the second regular Wayland semi-monthly pay date occurring after the session begins. Required and requested deductions will be withheld from each payment. The final payment will be made on the pay date immediately subsequent to the end of the session (either the 15th day of the month or the last day of the month, whichever applies). If the course is cancelled for any reason, no payment will be made.

In accepting this appointment, you hereby agree to provide **15 contract hours of instruction per credit hour** for this assignment. You further agree to provide **appropriate interaction** between yourself and your students and among students, and to meet design criteria stipulated in the **Effective Design Initiative (EDI)**, which may be found in WBUonline Toolbox. If a problem occurs during the semester that hinders your ability to meet the aforementioned requirements, you must contact Dr. Rick Hammer, WBUonline director, immediately. Dr. Rick Hammer can be reached at 806-291-3494 or via email at hammerr@wbu.edu.

Only for full-time faculty and other 403B eligible employees:

You may elect to have a portion of overload compensation from this contract contributed to your 403B account equivalent to the percentage contribution you have designated for regular compensation. There is no employer matching of contributions from overload courses. Contributions will be distributed based on the employees instructions to the fund manager. The employee elects the following contribution to his/her 403B:

Not Applicable

Adherence to Important Due Dates:

- ✓ The instructor agrees to submit final grades by 5:00 p.m. Central Time on the first Tuesday following the end of the session.
- ✓ The instructor recognizes that not doing so may result in not being able to teach for Wayland in the future.

Thank you for your interest in Wayland and your willingness to teach this course. We hope this will be a mutually beneficial experience for you, Wayland and the students.

Digitally signed on 8/12/2025 at 4:34:30 PM by



Ms. Lisa Bryan

lisa.bryan@wayland.wbu.edu

Awaiting Supervisor's Signature