



# UNIVERSITY OF NOTRE DAME

## OFFICE OF THE PROVOST

### Provost's Initiative on Team Teaching Application Procedures for Fall 2010 Courses

**PURPOSE:** To encourage and facilitate the creation and offering of new interdisciplinary courses team-taught by two or more faculty from two or more colleges/schools. Courses may be proposed at either the graduate or undergraduate level.

**ELIGIBILITY:** All full-time T&R and SPF faculty are eligible to apply for funding. Proposals must involve two or more faculty from two or more colleges/schools.

Proposals will be evaluated in part on the degree to which they are structured to promote meaningful and continual interaction, within and outside the classroom, between two or more faculty from two or more colleges/schools. The program will not fund the development of courses in which two or more faculty make isolated contributions to the course, such as a course composed largely of "guest lectures," or a course in which faculty from different colleges make sequential appearances, e.g., a course in which three faculty each individually teach a five-week segment.

**ALLOWABLE  
EXPENSES:**

Faculty whose proposals are selected are required to teach their proposed course twice. The maximum award is \$2500 directly to the involved faculty members; these funds are available only for the first offering of the course. The award may be utilized to cover costs associated with creating the new course, such as student assistance in obtaining relevant readings and materials, supplies, and other items deemed essential to the development and implementation of the new course.

In addition, funds will be made available to the deans, if needed, to ensure that each faculty member teaching the course receives full course credit the first two times the course is taught. The courses normally taught by faculty members but which will not be taught the years they teach the team-taught course must be determined in conjunction with, and approved by, the appropriate department chairs or deans.

**DEADLINE:** Applications are due in the Provost's Office, 300 Main Building, no later than 5:00 p.m. on Monday, November 16, 2009 for courses proposed to be taught in the Fall 2010 semester. Copies of the application should also be submitted to each faculty member's department chair and dean. The proposal must be approved (as indicated by a signature) by the appropriate department chairs or deans.

**PROCEDURES:** Interested faculty should submit a brief (no more than two single-spaced pages) proposal that includes the following information:

- Title of course
- Names of involved faculty and their department/college/school affiliations
- Description of course
- Learning goals for students in the course
- Description of course requirements and prerequisites (if any)
- Description of duties and classroom responsibilities of involved faculty
- Projected student interest in the course
- Budget including justification for each category of funds requested. Please note if supplemental funds will be provided by department, college/school or other sources.
- Each proposed course must be reviewed by the appropriate curriculum committees in the relevant departments, colleges, and/or schools. Faculty are responsible for seeking the required course approval and providing documentation of the committees' decisions. Proposals for funding through this initiative can be submitted prior to action by the curriculum committees, but any potential funding will be conditional on the course receiving formal approval within at least one of the participating colleges or schools.

#### REPORTING

**REQUIREMENTS:** After the first two times the course is offered, participating faculty must submit to the Provost's Office a brief evaluation of the course that includes (but need not be limited to):

- Enrollment, specifying the students' year and college or school
- Assessment of the extent to which the learning goals were met
- Ratings of teaching effectiveness
- Any plans for revising the course in future years

Assuming the course is successful in meeting its learning goals and draws adequate enrollment from each participating college or school the first two times the course is offered, it is expected that the faculty will continue to offer the course on occasion without further funding.