

Call for Proposals: Team-Teaching in the 2024-25 academic year

The Dean's Office will support up to three competitively awarded team-taught courses for the 2024-25 academic year. Proposals are due November 10, 2023 in order to provide time for review and for submission of new course proposals to curriculum committee for Fall '23 approval. (See full proposal process, below.) Team-teaching proposals may be for brand new courses or for revised versions of existing courses.

Rationale

According to the Faculty Handbook, "Load credit for team-taught classes will normally depend on the level of the course. Two load credit will normally be given for a 100- or 200-level course with 50 or more students, a 300-level course with at least 40 students, or a 400-level course with at least 25 students." When team-taught courses do not meet this threshold, a ½ load credit is given to each instructor.

The intent of this team-teaching RFP is to seek novel, innovative team-teaching proposals that benefit both the faculty and students involved in the team-taught course. For courses approved under this program, enrollment will normally be 16 – 28 students, regardless of the level at which they are taught. Each of the two instructors will receive one teaching load credit for full participation in teaching, attending, grading, and participating co-curricularly in the course.

Proposal Process

Proposals must be submitted on or before November 10, 2023 to Tammy Ertley (tertle@colgate.edu) for consideration by the DAC. Funds have been allocated for up to three team-taught courses per year.

The course proposal should provide the following items, assembled in the order listed below:

1. **Cover page** - including course title, catalogue description, prerequisite courses, and chair and/or program director approval (see the attached cover page at the end of this document).
2. **Intellectual rationale** - a summary (less than two pages) of the intellectual motivations underlying the proposed course should be included. The rationale for a team-taught course should offer a discussion of why the course is being proposed, what goals the faculty have for the course, and how the course will enhance the education of Colgate students. It should also include comments on the advantages of combining the two instructors' disciplinary approaches, knowledge bases and methodologies for the subject matter of the course, the scholarly significance of the team-taught course, and its fit with departmental and program curricula. Preference will normally be given to courses that use faculty from different divisions, but this should not be understood to exclude a course taught by two members of the same division or department.

In this section, please indicate whether this is a new course or a revised version of an existing course. Please note that new courses will also need approval from the curriculum committee, with proposals submitted in the first week of the semester prior to teaching of the course.

3. **Basic structure of the course** - This section should include a description of the course requirements, methods of evaluation, course policies (e.g. expectations about class participation and/or co-curricular events), and an outline of topics and readings. In addition,

the proposal should provide an explanation of how the course meets the academic standards of the department/program. The inclusion of a syllabus, while not required, can be a helpful addition to a course proposal.

4. **Assessment** - This section should demonstrate how the instructors intend to evaluate the outcomes of team-teaching in this course and to what extent the goals of the course were obtained. Assessments should seek to determine the benefits of the team-teaching arrangement for the course.

Implementation and assessment of approved team-teaching

Any team-taught course selected by the DAC is approved for two iterations only; thereafter instructors may re-apply for support. Otherwise, further iterations of the course may be taught for ½ credit per instructor. After a selected course has been taught twice, any proposal submitted will need to include outcomes and analysis of the assessment of team-teaching proposed in 4 above.

In addition, the DAC will use SETs and the faculty assessment of their course to review each team-taught course that is offered twice. This review will help determine the impact of team-teaching and of this programmatic support for team-teaching.

**TEAM-TEACHING PROPOSALS
COVER PAGE**

Proposers and departments: _____

Course title: _____

Course description (2-3 sentences):

Prerequisite courses (if any): _____

Chair/program director approvals: _____

Please attach additional documents to describe the intellectual rationale, course design and assessment