



UNIVERSITY OF TORONTO
FACULTY OF ARTS & SCIENCE

**Online Learning Academy Fellowship (2022–23)
Nomination Guidelines**

The Faculty of Arts & Science Online Learning Academy Fellowship provides instructors with the opportunity to design or redevelop an online or hybrid course. Each Fellow will receive funding and support from the Online Learning Academy to realize their digital learning course design project. Completed projects will provide inspiration and models for other faculty through various means of showcasing their work to the broader Arts & Science community.

Eligibility

Candidates must hold a continuing appointment in the Faculty of Arts & Science (St. George campus), of at least the duration of the Fellowship requirements (3 years).

Courses developed through the OLA Fellowship are intended to benefit and serve the goals of academic units and must be approved by the Chair or Academic Director as part of the application process. Fellowship funding includes a 0.5 FCE course release funded by the Faculty; the unit leader must sign off on the proposed course release.

Fellowship Details

The Online Learning Academy Fellowship is a one-year commitment. A maximum of 5 Fellowships will be awarded per year.

Each Fellow will be expected to produce a fully online or hybrid course accessible to A&S students. The course can be a re-design of a typically in-person course, or a newly proposed course. In either case, the course in question will be subject to all required governance procedures including existing department-level curriculum review as well as divisional review via the Curriculum Committee. The course must be intended for offer in the relevant format for a minimum of three years, starting in the academic year after the Fellowship has ended.

The Online Learning Academy will support the efforts of the Fellows in designing their course. The Director of the Online Learning Academy and support staff will meet with all new Fellows as a group for a project kick-off meeting. Staff with expertise in online course design and educational technology will be available to Fellows throughout the year of their Fellowship to provide one-on-one support in all aspects of course design. The Fellowship will conclude with a learning network event, which will also mark the beginning of the new Fellowship cohort.

Fellowships will commence **July 1** of the year they are awarded. Post-Fellowship, Fellows will be invited to join the Online Learning Academy Advisory Committee for an initial period of one year, and to provide mentorship for the incoming cohort of Fellows.



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Fellowship Criteria

Proposals for fully online and hybrid courses are eligible. Priority will be given to courses that are part of a first entry undergraduate degree program.

Applications will be assessed based on how well-conceived and feasible the proposed course project is, and how well they integrate the priorities of the Faculty regarding:

1. Instructional innovation and experimentation
2. Novel assessment strategies using digital methods and tools
3. Student support & engagement
4. Equity, access, diversity, and inclusion

For fully online courses, all course activities must be online, allowing a student to complete the course from a remote location. It may be a section of a course that is also offered on campus. All assessments must be online, with the possible exception of an in-person final exam, either on campus or at a remote location, to be coordinated in partnership with the Office of the Faculty Registrar.

Proposals for hybrid courses will require substantial online components, a reduction of in-person class time of at least 30 percent (as per the University's definition of a hybrid course), and redesign of both in-person and online content (for existing courses). Tests and final exams for hybrid courses may be held in person.

Application Package

The following materials are required for each application:

1. **[Application Form](#)**

Applicants are asked to fill out the linked Application Form. Applicants will be asked for:

- a) Applicant Information
- b) Course Information
- c) Project Details, including:
 - a. What motivated the need for this course development/renewal? Why have you chosen the proposed delivery mode?
 - b. Please describe how the OLA Fellowship will assist in course development, specifically addressing issues related to:
 - a) assessment strategies
 - b) digital methods & tools
 - c) digital pedagogy
 - c. In what ways will the OLA Fellowship help to enhance student experience in the course? How will the course development/renewal address issues of equity, diversity, access & inclusion?



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- d. The OLA Fellowship includes funding (\$5000) to buy equipment, support the hiring of an RA, or attend professional development opportunities to support the project. How do you intend to use this funding?

d) Unit Approval

2. Letter of support from Chair/Director/Principal

Applicants are asked to upload a letter of support from their Chair, Director or Principal as part of the online Application Form.

Note: As the Fellowship includes a 0.5 FCE course release, this letter is a strict requirement. The letter of support should indicate an acknowledgement of this course release.

Applications are due on Tuesday, February 28th through the linked [Application Form](#).

Deadlines and Timelines:

- Tuesday, February 28, 2023 – Application packages due
- Monday, April 3, 2023 – Recipients of the 2023–23 Online Learning Academy Fellowship, and their nominators, informed.

Up to five fellowships will be awarded each year. Each Fellow will receive 0.5 FCE course release the year of their Fellowship. In addition, they will receive \$5,000 to buy equipment, support the hiring of an RA, or engage in professional development opportunities to support their project work.

Please direct any questions to Alex Logue at a.logue@utoronto.ca.