**FAS and Graduate Division Interdivisional Teaching Approval Process**

**University of Toronto Undergraduate Course Development Fund**

The Provost’s Undergraduate Course Development Fund (UCDF) creates opportunities for FAS to develop long-term teaching relationships with faculty in “graduate-only” divisions[[1]](#footnote-1). These relationships enhance the undergraduate experience, providing students with access to leading-edge researchers in areas not available in FAS.

This document provides information on the FAS approval process for UCDF courses. Please consult with Pam Gravestock (Director, Teaching Support & Faculty Development) if you have questions about UCDF courses or contacting graduate divisions.

**Eligibility**

* The proposed graduate and undergraduate divisions/units must not be covered by an existing interdivisional teaching (IDT) agreement.
* The faculty member normally holds a primary appointment in the graduate division/unit and a continuing appointment at the University.
* Application is supported by the head of the FAS academic unit (department chair/college principal/EDU or stand-alone program director) and Dean of the graduate division.

**Types of Courses and Enrolment**

* UCDF courses may take many forms, depending on the needs of a FAS unit. This includes existing required and elective courses as well as new courses.[[2]](#footnote-2)
* Proposed courses are expected to be half courses, though proposals for full courses may be considered.
* Course size should reflect the curricular needs of the units. Units are also advised to consider resource implications (including TAs) as well as the undergraduate teaching experience of the graduate division faculty member when determining course size. If TA resources are needed, units are advised to consult with Pam Gravestock (Director, Teaching Support & Faculty Development).
* UCDF courses that are approved for an exemption that allows for a status-only instructor to teach the course will receive $12,500, regardless of enrolment. UCDF courses that meet the eligibility requirements on an ongoing basis will receive annual funding based on the following total course enrolment allotments:

|  |  |
| --- | --- |
| **Enrolment** | **Funding** |
| 10 – 19 | $12,500 |
| 20 – 34 | $25,000 |
| 35 – 49 | $32,500 |
| 50 – 124 | $40,000 |
| 125 – 199 | $50,000 |
| 200+ | $60,000 |

Enrolment must be at least 10 students as of the official enrolment count date for that session in order to qualify for the funding. The Planning and Budget Office will facilitate in-year transfer from UCDF to the Graduate Division at fiscal year-end. The Planning and Budget Office will verify the enrolment count for the course and communicate the amount to both the Undergraduate and Graduate Divisions.

**Course Review Process**

Each UCDF course will be reviewed by the Provost’s Office every three years. Undergraduate units/programs with UCDF course arrangements will be required to provide a progress report.

**Application Process**

FAS units will need to complete a UCDF course proposal form (below) for each course and submit it to the Office of the Dean for review. The application should be submitted by the head of the academic unit (department, college, EDU, stand-alone program) sponsoring it. Applications related to college programs should be submitted by the Principal. Upon final approval by the Dean, the unit and graduate-only division will be notified and a UCDF agreement will be signed by the FAS Dean and the graduate division Dean.

**UCDF applications are accepted on a rolling basis. Please submit applications via email to:** erin.macnab@utoronto.ca (Erin Macnab, Assistant Director, Teaching & Learning, Office of the Dean).

**FAS and Graduate Division Interdivisional Teaching Approval Process Form**

**University of Toronto Undergraduate Course Development Fund**

**PART 1: Proposal Requirements for UCDF Courses**

|  |
| --- |
| **Department/EDU:** |
|  |
| **Program:** |
|  |
| **FAS Contact Person:** | **Contact Information:** |
|  |  |
| **Graduate Division:** | **Graduate Division Instructor:** |
|  |  |
| **Course Name (and Course Code if available):** | **When do you want to begin offering the course? (year and term)** |
|  |  |
| **Is this a new or existing course? Mark an “X” in applicable box.** | **What type of course is this? Mark an “X” in applicable box.** |
| New | Existing | Required | Program Elective | Special Topics | Other(Describe) |
|  |  |  |  |  |  |
| **Total Course Enrolment**  | **Estimate of non-FAS students enrolment** | **TAs required?** | **If yes, TA hours for course** | **# of TAs for course** |
| [Enter #] | [Enter #] | Y/N | [Enter #] | [Enter #] |
| **a. UCDF course/curricular contribution:** |
| 1. **Provide a brief description of course; for existing courses, provide calendar entry.**
2. **How does the course fit into the program’s curriculum? Why is the graduate division and/or instructor a good fit for this course?**
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| **b. Resource implications:** |
| **How does the proposed UCDF course affect the program’s and unit’s resources (cost/benefits)? Where necessary, discuss how your unit will meet any resource requirements listed below.**1. **Staffing: How is the proposed UDCF arrangement expected to free up staffing or financial resources? For existing courses, how is the course currently staffed?**
2. **What is the anticipated impact of the proposed course on teaching/enrolments within the unit (all programs offered) or within other units/programs? For new courses: Please discuss potential content overlap with current courses offered by other departments or programs.**
3. **TAs: Is the FAS unit or graduate-only division funding the TA? (*Please note: FAS units funding TAs are expected to do so through their existing resources )* Is the FAS unit or graduate-only division acting as the hiring unit?**
4. **Administrative/Space/Technology**
 |

**PART 2: Instructor Qualifications**

Please attach the following:

1. CV of instructor(s) – if not clearly indicated on CV, may also include up to one page outlining any relevant teaching experience, especially undergraduate teaching or other engagement with undergraduate students
2. Teaching evaluations of instructor or equivalent evidence of quality of teaching for past two years/two most recent years

**PART 3: Confirmation from the following participants affirming interest and commitment**

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*Signature of FAS Chair/College Principal/EDU Director Date*

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*Signature of Dean of the Graduate Division Date*

1. ”Graduate-only” or graduate divisions referred to here are divisions with primarily graduate/professional programs. [↑](#footnote-ref-1)
2. New courses (not currently in Calendar) must also be approved through FAS undergraduate new course governance procedures. The usual deadline for submitting new courses is mid-October for courses to appear on the next year Calendar. [↑](#footnote-ref-2)