

Adjunct Faculty Development Checklist

Request to Develop – Faculty Member

Is This Checklist for Me?

This form is designed for use by adjunct faculty who meet **at least one** of the following criteria:

- Have never taught an online or blended course at Harper College
- Are fully developing the course in question (e.g., not using an existing completed course shell)

(If you don't fit at least one of these criteria, contact the Academy for Teaching Excellence to discuss your situation.)

Faculty Information

| | |
|---------------|-------------|
| Name: | Department: |
| Phone Number: | Email: |

Course Information

| | |
|--------------------------|---------------------------|
| Course ID (e.g. MTH100): | Course Title: |
| Credit Hours: | Term to be First Offered: |

Course Type

| |
|---|
| <input type="checkbox"/> Online – A course without mandatory attendance at any scheduled face-to-face course activities (e.g. no face-to-face orientations, labs, or exams). |
| <input type="checkbox"/> Blended – A course that takes place 50% or more online. Proposed percentages for the course: _____ % Online _____ % Face-to-Face |

I hereby request approval to develop the distance course described in this form.

Faculty's Signature _____ Date: _____

Approval to Develop – Division Dean

I hereby approve the development of the distance course described in this form with the following stipend (payable upon completion of this checklist):

- \$2,500 – faculty is fully developing the course
- No stipend – faculty is receiving an already-developed course shell

Division Dean's Signature _____ Date: _____

Recommended Online/Blended Course Development Schedule

| Obtain Approval to Develop No Later Than | Course Fully Developed No Later Than | OSCQR Reviews Completed No Later Than | Academy Sign-Off No Later Than | Term of Initial Course Offering |
|--|--------------------------------------|---------------------------------------|--------------------------------|---------------------------------|
| End of September | End of January | End of February | End of March | FALL LAUNCH |
| End of March | End of July | End of August | End of September | SPRING LAUNCH |
| End of September | End of January | End of February | End of March | SUMMER LAUNCH |

Course Development Checklist – Faculty Member

Initial & Date

- _____ Fill out the "Request to Develop" section on page 1 of this form.
- _____ Discuss the development plan with the division dean and obtain dean signature in the "Approval to Develop" section on page 1 of this form.
- _____ Submit a copy of this entire form to the Academy for Teaching Excellence, building D281.
- _____ Participate in a course development kickoff meeting with an instructional design specialist from the Academy for Teaching Excellence. You will be contacted by the Academy to schedule your meeting.
- _____ Enroll in and successfully complete at least one section of **Teaching Online Successfully (either Create or Facilitate)**, or provide evidence of equivalent training completed within the past 5 years (for example - [Illinois Online Network's Master Online Teacher Certificate](#)). Visit the [Academy GEC](#) page for upcoming dates and registration information, or contact the Academy questions. **NOTE:** If you have taught online/blended courses previously at Harper, this requirement is fulfilled.
- _____ Develop the new course OR update an existing course shell to show you as facilitator.
- _____ Upon completion of development/update, contact the Academy to begin the set-up of a course design review using the Open SUNY Course Quality Review (OSCQR) rubric.
- _____ Complete a course design self-review using the OSCQR rubric. An instructional design specialist will also complete a course design review using the rubric.
- _____ Discuss the review results with the instructional design specialist.
- _____ At a minimum, review and consider feedback received on Priority 1 standards.
- _____ Have the Academy sign off on this form (below).
- _____ Submit this form to the division dean and the division administrative assistant/operations manager as proof of completion and to initiate future stipend processing, if eligible.

Course Development Sign-Off – Academy for Teaching Excellence

I certify that the faculty member has completed appropriate professional development, that the course has gone through an OSCQR course design review, and that Priority 1 standards have been considered. The faculty member has worked with an instructional design specialist to verify that the steps listed on this checklist have been completed.

Instructional Designer's Signature _____ Date: _____

Academy Associate Dean's Signature _____ Date: _____

For Division Office Use (OPTIONAL):

- Division Office issued \$2500 stipend to faculty if eligible (see *Approval to Develop* on Page 1 of this form).
Date issued: _____
- Faculty is not eligible for stipend (see *Approval to Develop* on Page 1 of this form).