MEMORANDUM

TO: Faculty of the Dorothy F. Schmidt College of Arts and Letters
FROM: Michael J. Horswell, Dean
RE: Team Teaching Policy
DATE: March 16, 2018

The college recognizes the value of interdisciplinary inquiry and therefore supports teaching and learning opportunities that match this profile. The college prefers to support interdepartmental team teaching arrangements but will also support intradepartmental arrangements if the focus of the course is sufficiently interdisciplinary in nature (and if all the below are met). The following guidelines will govern team teaching assignments:

- Full credit for teaching a course can be shared by no more than two instructors (i.e., team taught courses are limited to two instructors each of whom receives full credit for the course taught).
- Both members of the team offering a course will actively participate in all phases and meetings related to the course. The course is not simply a "tag team" or "serial instructor" effort.
- Team teaching assignments cannot result in a decrease in student credit hour production in a department or program – it is important that an adequate number of courses are offered to meet the demands of the students.
- Team taught courses must meet minimum enrollment guidelines. Generally, these minimums will represent twice the usual number of required enrollments for the course being taught (24 students for undergraduate courses and 12 students for graduate courses).
- Proposals for team taught courses are submitted to the College by the chairs or program directors and will be reviewed by the Dean and Associate Deans. The College reserves the right not to approve team teaching proposals, especially when course availability, enrollments, or available resources are of concern. Proposals should address the following:
  o Names and departments of faculty involved
  o Title and short description of team taught course
  o Brief explanation of how this course fits into departments/programs plans of study
  o Anticipated enrollment for the course