

**CAS Team Teaching Initiative
Call for Proposals
February 2022**

Throughout our recent strategic planning process, team teaching was repeatedly identified as a powerful means to advance interdisciplinary teaching and curricular innovation within the College of Arts & Sciences. CAS is thus launching a pilot initiative to support the development of new team-taught courses that will become regular and important offerings in the College's undergraduate curriculum. CAS invites proposals for new courses from teams comprising two or more salaried faculty members.

The College expects to fund the development of two courses to be offered for the first time in the Spring 2023 or Fall 2023 semester and will provide up to \$5000 in development funds to teams whose proposals are accepted, up to \$4,000 of which may be stipend or research support for team members.

Proposals should be emailed in PDF form to casdean@bu.edu by April 1, 2022 (details below).

Proposal Process: Proposals should include the following sections:

Course Description:

- What is the provisional title and subject matter of the course?
- How will team teaching benefit or distinguish this course? (What would team teaching allow that could not be accomplished through an individually taught course?)
- How will the course be structured to benefit from team teaching?
- How will the team-teaching effort be distributed among instructors? If any instructors will be contributing less than full-course effort (that is, less than the effort that would be required to teach a full course independently), please specify the percentage of full-course effort each will be contributing (see "Additional Notes" below for how team teaching will count toward faculty teaching loads).

Curricular Role:

- What is the course's target student constituency or constituencies?
- How will the course contribute to the BU Hub?
- How will the course contribute to or enrich the College's curricular structures (i.e., majors, minors)?
- How will the course align with and support the [College](#) or [University](#) Strategic Plan?
- What is the course's proposed offering pattern (e.g., every semester; every fall; every other fall)?

Development Plan:

- How will the team develop the course? (Please include a timeline and budget.)

Department/Program Endorsement:

All proposals should be accompanied by a statement of endorsement from the unit or units sponsoring the proposal. This statement should

- Indicate an intention to offer and staff the course on a regular and ongoing basis
- Describe the course's importance to broader curricular structures
- Express a clear commitment to ensuring that the course can be taught regularly with the minimum possible increase to instructional costs (i.e., additional funding for replacement teaching or overbase);
- Indicate what, if any, impact having faculty involved in this course will have on staffing existing courses. Outline any expected ongoing costs the unit anticipates for offering the course in the first year (e.g. PT faculty to cover vacated course)

Submission and Review Process: Proposals should be emailed in PDF form to casdean@bu.edu by April 1, 2022. Proposals will be reviewed by a CAS faculty committee that will offer recommendations to the Dean. Decisions will be announced by May 1, 2022. Final approval will be contingent on the College and sponsoring unit(s) arriving at an agreement as to how the course will be staffed and supported on an ongoing basis.

Preferences: Preference will be given to courses that

- Could not be taught by an individual faculty member
- Introduces into the curriculum emerging fields or fields not currently well represented in the College
- Would involve faculty from different departments, programs, and disciplines
- Would be offered on a regular and ongoing basis
- Carry needed BU Hub units or needed combinations of BU Hub units
- Are projected to reach a minimum enrollment of 15 students x the number of instructors
- Promise to be structurally important to the curriculum (e.g., introductory courses, high-enrollment courses, gateways, capstones, required courses in majors/minors, staple offerings that serve as recruitment vehicles for departments/programs; staple general education courses)

Additional Notes:

- The College's current collaborative and team-teaching policy remains in force for courses outside of this initiative. That policy is available in the CAS Faculty Handbook section "[Academic Planning and Curriculum Development](#)" (scroll down to "Policy and Guidelines for Collaborative and Team Teaching").
- Members of a team-teaching team who are fully invested in team teaching a course (i.e., their effort is commensurate with teaching a full course independently), will receive a full course credit toward their teaching loads. Members who will be contributing less than a full course of effort will receive partial credit toward their teaching loads as negotiated with the College.
- If the proposed new course will carry BU Hub units, full course proposals—including full syllabi—must be submitted through CourseLeaf according to the following deadlines: Proposals for courses to be taught in Spring 2023 must be submitted through

CourseLeaf and approved in CourseLeaf by the offering department or program by July 1, 2022. Proposals for courses to be taught in Fall 2023 must be proposed in CourseLeaf by the College's usual deadline of November 1, 2022.

- Any money allocated as a stipend can be distributed as a taxable stipend or into a non-taxable research account.

Resources:

- The College's current team-teaching policy (see "Additional Notes" above) includes a catalog of models for collaboratively-taught courses.
- The [Center for Teaching](#) and Learning provides several [guides](#) that may be helpful to you in your planning. See especially the [guide on team teaching](#), which includes examples of successful team-taught BU courses.