

University Interdisciplinary Courses Committee. Co-Sponsorship Agreements for Interdepartmental Courses. Suggested Matters to be Addressed.

1. Purpose.

An explicit co-sponsorship agreement is intended to make clear important teaching and administrative matters: which departments and programs have standing to propose an interdepartmental course; which person(s) have standing to teach an interdepartmental course; which departments (including, where relevant, individual faculty members) or programs take intellectual responsibility for course development and delivery; and how administrative responsibilities will be discharged.

2. Standing.

a) An academic department or academic program located in a school or college has standing to co-sponsor an interdepartmental course proposal.

b) A university unit that reports to the chief academic officer (but that is not an academic department nor academic program located in a school or college) has standing to co-sponsor an interdepartmental course proposal.

c) UICC expects that an interdepartmental course proposal will normally be co-sponsored by at least two academic departments. Each interdepartmental course proposal must have at least one academic department or academic program located in a school or college as a co-sponsor.

3. Active collaboration.

University Interdisciplinary Courses Committee presumes that there will be active collaboration between the sponsoring departments, programs, and units (all referred to below as “units”) over course development and/or instruction.

4. Written agreement.

Sponsoring units should attach a brief document to explain their agreement under the following headings:

- **COURSE SYLLABUS AND CONTENT DEVELOPMENT**

Which units have collaborated to define course content? Is this a continuing collaboration? If so, through what sort of structure?

- **INSTRUCTION**

Which unit(s) will supply (an) instructor(s) for the proposed course? What are the contributions from different units? (Outline intentions: If several instructors are involved, how will lectures or content be split?; What assumptions are made about guest lectures? Who will lead discussion sections? etc.) If arrangements may change from semester to semester, then how will instruction resources be supplied and supervised? The availability of funds for instruction (including the hiring of GAs or adjuncts) must be confirmed.

- **ADMINISTRATION**

Which unit will act as administrator for the proposed course (i.e. dealing with scheduling, course evaluation, and grade appeals)? If arrangements may change from semester to semester, then how will administration be handled?

- **CATALOG**

If catalog changes are needed (whether minor or not), which unit will propose relevant catalog entries or what process is agreed between sponsors?

- **OTHER RESOURCE COMMITMENTS**

If there are any additional financial or resource commitments inherent in the proposal of this course, have sponsors agreed how these will be addressed?