Faculty Use of the Center for the Advancement of Teaching and Faculty Development's Classrooms: Procedure for Approval and Assignment (updated June 2022)

Overview

The facilities of the Center for the Advancement of Teaching and Faculty Development include two fully electronic, active learning classrooms (Library 501 & 502) and a Teaching (computer) Laboratory (Library 532A), all with mixed-mode capability. The procedures described in this document apply to requests from faculty members who wish to teach an entire course or a substantial part of the course in one of the Center's classrooms.

Procedure

At least one week prior to the deadline for course information to be submitted to the Department Head, the following should occur, in the order listed:

1. Faculty members who wish to teach a course in a Center classroom must complete the Classroom Request Form which includes a thorough description of the specific technology and/or active learning techniques for the course. The information from the form is considered the *primary* basis for determining whether the faculty member is approved to teach the course in a Center classroom.

   The approval will be either for one semester only or an unconditional approval. If the approval is unconditional, the faculty member is approved to teach that specific course in a Center classroom indefinitely. If approval was once given, but the faculty member has not taught a course in a Center classroom for six consecutive semesters, the approval will expire. To obtain approval again, the faculty member must follow the procedure as described above.

2. The Director reviews the primary information and, if necessary, considers secondary information. Examples of secondary information include, but are not limited to, the following:
   a. Priority will be given to Center-funded curricular innovations in which use of a room is important to the success of the project.
   b. Priority will be given to designated mixed-mode courses.
   c. Priority will be given to faculty members who teach two sections of a course or different courses with only the 10-minute break between classes (i.e., they teach "back-to-back").

3. All unconditional approvals are put on the "Approved Course" list that contains the following information: course ID and title, the professor's name, the semester in which the approval was given, and the last time the course was taught in one of our classrooms; the list is maintained by the Center's Technology Coordinator.

4. After receiving notification of the approval, the Center's Technology Coordinator will notify the Registrar. The faculty member is asked to notify their Department Head who, in turn, should use this information when preparing the semester's course schedule. The Center does not correspond directly with the Department Heads either at the time of the initial approval or in subsequent semesters.

   In subsequent semesters, faculty members who wish to teach a course in a Center classroom again must submit another (abbreviated) Classroom Request Form and will be notified of availability and approval. Again, the Center's Technology Coordinator will notify the Registrar, and the faculty member is asked to notify their Department Head who, in turn, should use this information when preparing the semester's course schedule.

   Post-Approval Requirements
   All faculty members who have been approved to use a Center classroom are required to attend the Electronic Classroom Orientation provided by the Center's Technology Coordinator. Attendance at the orientation is a one-time requirement (barring any significant changes to the technology provided in the room) and is a prerequisite to actually teaching in the room.

Other Procedural Issues

1. Faculty members often request use of a classroom in-between semesters or at the start of a semester. Please note that the timing of such requests makes it more difficult to accommodate the request because room assignments have already been made and students have pre-registered.

2. Occasionally, Chairs must make last-minute changes to the faculty course assignments. This in turn has resulted in faculty members who have not been approved to teach in a Center room to now be assigned to one. If this occurs, the non-approved faculty member's room assignment will be changed. However, they can subsequently request approval by completing the Classroom Request Form which includes a course syllabus and a thorough description of the specific technology and/or active learning techniques for the course.

3. Several approved faculty members often teach their courses at the same time. Regrettably, the Center cannot accommodate all requests for use of a classroom. However, efforts will be made to rotate the classroom assignments.