

Undergraduate Course Development Fund: Principles and Guidelines

Overview

The Undergraduate Course Development Fund (UCDF) was established to foster ongoing, mutually beneficial teaching relationships between a second-entry or graduate-only division and a division that offers undergraduate degree programs.

UCDF-funded courses are intended to be of mutual benefit to both the undergraduate program and the second-entry / graduate-only division. The undergraduate division benefits from additional teaching capacity and the inclusion of leading-edge researchers into their teaching cadre, while the second-entry / graduate division benefits from exposing their instructors to a broad undergraduate population. UCDF funding is provided to the partnering graduate division in support of their instructor participating in the program.

Funding

UCDF courses that meet the eligibility requirements on an ongoing basis receive annual funding based on the following total course enrolment allotments.

Enrolment	Funding
10-19	\$12,500
20-34	\$25,000
35-49	\$32,500
50-124	\$40,000
125-199	\$50,000
200+	\$60,000

Please note:

- UCDF courses that are approved for an exemption that allows for a status-only instructor are only eligible for \$12,500, regardless of enrolment.
- UCDF courses require a minimum enrolment of 10 students to receive funding, an exception only being made during the first year of offering the course.
- It is the responsibility of divisions to complete and submit an application to the OVPTL for review and approval by the UCDF Committee prior to the course being offered. The

OVPTL is unable to offer retroactive funding for courses offered without a UCDF agreement in place prior to being offered.

Proposal Eligibility Requirements

In order for a course to be deemed eligible for funding under the UCDF program, the partnering divisions must ensure the following:

Divisions

- The proposed second-entry / graduate and undergraduate divisions must not be covered by an existing inter-divisional teaching (IDT) agreement
- The second-entry / graduate unit is a division, academic unit, or an EDU:A or EDU:B

Faculty Member

- The faculty member should hold a primary appointment in the second-entry / graduate division/unit partnering in the UCDF course (at least 51% of the appointment must be with the second-entry / graduate division).
- The faculty member should not hold any appointment in a unit that offers first-entry undergraduate degree programs or a graduate unit that is engaged in an IDT agreement with the undergraduate unit. In their application to offer an UCDF course, the faculty member must provide signatures confirming endorsement from the following individuals:
 - The head (chair, director, dean etc.) of the undergraduate division/unit that will offer the course
 - The head (chair, director, dean etc.) of the partnering second-entry / graduate unit
 - The dean of the division holding the faculty member's primary appointment (and any other dean where the faculty member has a budgetary cross-appointment), and
 - The dean of the undergraduate division / unit that will offer the course.
- The faculty member should hold a continuing appointment at the University. Where the faculty member holds a clinical or status-only appointment the application requires approval of the Vice-Provost, Teaching & Learning. Such approvals will only be granted in exceptional cases.
- The UCDF program does *not* fund teaching by adjunct faculty members, visiting faculty members, post-doctoral students, research associates, or graduate students.

The Course

- The course must be approved by the head (chair, director, dean, etc.) of the second-entry / graduate unit, the dean of that division, and the dean of the undergraduate division in which the course will be offered.
- The course may be existing or new. If a new course, the course will have to be approved by the regular governance bodies at the University.

The proposed enrollment figure in the UCDF application should be in line with the curricular needs of the undergraduate program, and agreed on by the partnering second-entry / graduate and undergraduate divisions.

- The UCDF program is *not* intended to support courses that serve as a critical pre-requisite in a program or that are crucial for program completion. In such cases, proposals should come with a statement of sustainability to ensure ongoing support can be provided should the approved instructor no longer be available to teach the course. This is to ensure the stability of critical paths within a program for student progression.
- The UCDF funded benefit is intended to be long-term and sustainable. The arrangement should not be on an OTO basis.
- Where applicable, course proposals should outline the sharing of revenues and/or costs between the undergraduate and graduate units. Divisions are encouraged to consider a funding transfer or in-kind contribution from the undergraduate unit to minimally cover the cost of teaching assistants and classroom space.
- The UCDF may separately fund the delivery of distinct sections of the same course on two campuses or in two undergraduate divisions in cases where a combined section is not possible. In this instance, two separate UCDF applications may be required. Please connect with the OVPTL for further discussion (vp.tl@utoronto.ca).

Proposal Submissions and Approval Process

- The undergraduate and graduate partners are expected and encouraged to negotiate agreements directly in areas where capacity and need for delivery of undergraduate teaching are aligned.
- After coming to an agreement on the structure of the revenue or cost sharing agreement, the Deans of the undergraduate and graduate divisions will jointly submit the following to the OVPTL (vp.tl@utoronto.ca):
 - A copy of the completed application form

- A copy of the proposed instructor's CV
- A copy of the teaching evaluations from the proposed instructor or equivalent evidence of quality of teaching for the last two years
- The OVPTL will review the proposal and consult with the Office of Planning & Budget to ensure all eligibility requirements are met and the proposal meets the goals of the UCDF program.

A decision letter will be forwarded from the OVPTL to divisional contacts in the partnering second-entry / graduate and undergraduate divisions.

Ongoing Requirements for Continued Funding of Approved Courses

Course Enrolment

- UCDF courses require a minimum enrolment of 10 students to receive funding, except during the first year of offering the course.
- Enrolment numbers are captured as of the official Ministry count dates.

Course Offering

- Approved courses are only eligible for one UCDF offering per academic year.

Faculty Member Transferability

- UCDF funding is approved for a specific course and a specific faculty member.
- In the event that the instructor of record is not available to teach the course, either in a single offering year or on a permanent basis, a replacement instructor may be identified from within the same or another second-entry / graduate unit.
 - The replacement instructor must meet the standard UCDF instructor criteria outlined above.
 - The replacement instructor must receive the approval of the head of the undergraduate and second-entry / graduate unit, both deans of the undergraduate and second-entry / graduate division and the OVPTL.
- If the replacement instructor holds a primary appointment in a different second-entry / graduate unit than the instructor on record, funding will be transferred to the replacement instructor's unit, subject to meeting customary UCDF criteria.

Ongoing Evaluation Process

In order to ensure regular maintenance of UCDF courses and partnerships, each UCDF course will be required to undergo an evaluation process every five years, to be coordinated

by the OVPTL, in collaboration with both participating divisions for each UCDF course. The evaluation procedures will be as follows:

- At the beginning of each academic year, divisions will be reminded of all courses scheduled to undergo a review by the end of that year.
- Undergraduate and second-entry / graduate divisions will collaborate to complete the UCDF five-year report, which will include:
 - A self-audit of the course based on the initial parameters established five years prior, either during the initial course proposal or the previous five-year evaluation;
 - Statement of intention for the course over the following five-year window;
 - Signature of both Deans in support of the statement of intention for the course;
 - A copy of the most recent course syllabus;
 - Complete course evaluation reports for all offerings of the course within the five-year evaluation window;
 - Any additional materials divisions feel relevant to the course offering (e.g. letters of support, etc.)
- Report form and appendices will be returned to the OVPTL.

Program Contact Information

The UCDF program is administered by the OVPTL, please reach out if you have any questions with regards to the program (vp.tl@utoronto.ca).