2019 Elevate Fellows Participation Agreement

Funds for the Elevate Course Redesign Program (the Program) are provided by the University of Maryland, and dispersed and managed through the Teaching and Learning Transformation Center (TLTC). Acceptance into the Program commits the Fellow to working on the proposed redesign project with support from appropriate departmental or programmatic administrators. This document outlines the expectations of the Program, including the responsibilities of the Fellow, the schedule of fund dispersal, and the deadlines associated with funding dispersal. In return for following these expectations, the TLTC will provide

**Fellow's Responsibilities.** As described in the Elevate Fellows Application Announcement, Faculty Fellow(s) agree to:

- Attend and participate in required Faculty Learning Community (FLC) sessions (a total of 14 meetings, missing no more than 2 meetings) and complete all homework and readings associated with FLC meetings.
- Develop and implement an evidence-based and student-centered course redesign in consultation with TLTC staff.
- Contribute to the evaluation of the Elevate program through participation in research activities (e.g., surveys, focus groups, and course observations), as well as assist in administrating brief student course surveys in your classes.
- Deliver the redesigned course within one calendar year of acceptance into the program. Initial pilot must be offered by Spring 2020 and one subsequent offering completed by Spring 2021 or the last funding installment will be forfeited.

Faculty Fellow(s) are also encouraged to:
- Continue to update and offer their courses in future semesters, because sustainability of the redesign course is critical to the success of Elevate Fellows.
- Attend and participate in other TLTC events such as presentations by invited guest speakers and workshops.
- Present a brown bag seminar in the home department, college, and or campus about the course redesign as part of the Elevate project.
- More broadly, become leaders of continued improvement with respect to teaching and learning at the University of Maryland. This includes providing feedback to the Elevate leadership about your experience, serving as a mentor to future Elevate Fellows, and sharing insights with colleagues.
**Funding.** As a reminder, Elevate funds may generally be used for the purposes listed below. Please note that individual departments may have additional restrictions. Please work with your business manager to ensure compliance.

- Support post-docs, graduate or undergraduate students, education specialists, and/or video creation or editing experts to help produce materials and resources for your redesign before or during the pilot. Note that we generally cannot approve paying teaching assistants to simply implement activities during the pilot.
- Purchase materials, like software or supplies, directly related to the course redesign.
- Professional development activities related to teaching and learning (e.g., attend teaching & learning conference to gain expertise or to disseminate course redesign efforts)
- Part, but not all, of the funds may be out toward Summer salary for the instructor or coordinator to work on course redesign (for 9 month employees only)
- Other reasonable expenditures to be discussed with TLTC

A final budget must be included in the redesign plan prior to piloting the redesign course. Expenditures may need to be approved by department or unit in addition to the TLTC.

**Funding dispersal and terms.** All parties (Fellows, Department Chairs, Budget Managers and Deans) should carefully read the following details about the terms of funding for Elevate Fellows:

- The first funding dispersal ($1000) shall be provided by the department no later than June 2019 upon the Fellow’s successful completion of the following:
  - Signed Fellows Participation Agreement
  - Participation in the Spring 2019 Elevate Faculty Learning Community (FLC)
  - Completion of all homework from the Spring Elevate FLC

- The second funding dispersal (up to $6000 as proposed in the Fellow’s final, approved course redesign budget) shall be provided by the TLTC after the start of the new academic fiscal year (July 1, 2019) upon completion of the following:
  - Completion and approval of the Fellow’s course redesign plan by the TLTC
    - The deadline of the course redesign plan submission is May 15, 2019.
    - An extension to submit the plan up until June 15, 2019 may be granted with prior approval from the TLTC and the department chair.
    - Failure to gain course redesign plan approval from the TLTC by July 1, 2019 will result in the Fellow being removed from the Program.
    - If the Fellow is removed from the Program, funds will not be dispersed, even if the course redesign work has already commenced.

- The third funding dispersal ($1000) shall be provided by the TLTC upon completion of the following:
  - Participation in the Fall Elevate FLC
  - Completion of all homework from the Fall FLC
Completion of all Elevate research activities

Submission of an approved course redesign pilot report to the TLTC

- For courses piloted in Fall 2019, the deadline for the pilot report is January 15, 2020.
- For courses piloted in Spring 2020, the deadline for the pilot report is June 15, 2020.
- Failure to turn in an approved pilot report by the deadline will result in a loss of $500 to the Fellow.
- Failure to complete the other elements of Elevate (Fall FLC homework, participation, and research activities) by the pilot report deadline will result in a loss of $500 to the Fellow.

I agree to the above the terms and conditions outlined above:

__________________________________________
Faculty Fellow UID

__________________________________________  ____________________________  __________
Faculty Fellow’s name (printed)  Faculty Fellow’s signature  Date

__________________________________________  ____________________________  __________
Department Chair’s name (printed)  Department Chair’s signature  Date

__________________________________________  ____________________________  __________
Departmental Budget Manager’s name (printed)  Budget Manager’s signature  Date

__________________________________________  ____________________________  __________
Dean’s name (printed)  Dean’s signature  Date