Electronic E-Form Instructions
Faculty Teaching Agreement, Course Proposal & Letter of Offer
All forms are located in the UTS "Forms Menu" under the letter "H".
https://www.oakland.edu/uts/efficient-processes-forms/forms/

These electronic forms only like certain browsers. If you are having trouble submitting or re-opening these e-forms – select a DIFFERENT BROWSER and CLEAR YOUR BROWSING HISTORY. This has solved many problems people were having with these forms.

DO'S and DON'TS – actions that will cause delay/terminate your request

1. "Save" is not the same as "submit". The intended recipient will not receive it if, the e-form is not "submitted". Make sure you **select "OK"** when the pop-up window comes up.
2. Once "submitted" do not try to alter the e-form, add attachments or re-route the form. This action will lock up the e-form and put it in limbo. Instead, e-mail the recipient and notify them of the changes. If the form locks up - you will have to create a new e-form as nobody will be able to access it.
   a. You can only perform the actions "submit" and "forward" one time per form. Therefore, when you initially attempt to send in your FTA or CP you will need to "submit" the e-form. If the recipient requires further information, they will ***"Forward"*** the form back to you with questions. You can then go to the comment section, answer the question and then ***"forward"*** the form back to the recipient.
      i. The process is like playing catch. Once you throw the ball, you have to wait for it to come back to you before you can touch it again.
3. Only the person who has initiated the e-form along with the recipient has access to view and/or confirm status. Contacting someone who has not yet received the form for a status update will not get you the answer you are looking for. Please open the form (from the e-mail you received that confirmed submission), go to the last page and select the "signature" button. This will show you the status/location of the form.
4. **Attaching Documents:** Select the "attach" button on the last page, select "attach" again and "attach" again to open your files to upload. You will be required to attach your **"Curriculum Vitae"** for every course proposal submitted to The Honors College. These are requirements of the Higher Learning Commission.

Course Titles cannot exceed 30 characters to include spaces

Faculty Teaching Agreement e-form approval process must take place before you will be able to submit a Course Proposal. Faculty are required to repeat this process for every course (even if it is a repeated course) and for every semester.

The Department Chair and Department Dean are both required to approve their Faculty for teaching in The Honors College (the form has specific routing instructions as follows).

1. Faculty enters their Department Chair's e-mail address when submitting.
2. The Department Chair will then approve and submit to the Department Dean.
3. The Department Dean approves the form and submit to hceforms@oakland.edu
   a. If either the Chair or Dean denies the request, Faculty will get automatic notification. The HC will not receive any notification of attempt to submit.
4. If approved, HC "locks" the form in which automatic notification is sent to Faculty.
   a. HC then sends a separate e-mail providing Faculty with a "number" that needs to be entered when prompted while completing the "**Course Proposal"** form.
      i. You will not be able to submit the Course Proposal until the Faculty Teaching Agreement form has gone through the approval process and your code number assigned.

Course Proposal
1. E-forms must be routed to hceforms@oakland.edu. Do not route to an employee's e-mail address.
2. If you are requesting to teach a summer "on-line" course, please note your intention in the comment section however, the form will force you to choose a course day of week/time in order to submit.
3. The "Review Committee" meets once after the submission deadline to make their selections. If there are any changes that need to be made, please e-mail rourke@oakland.edu. Do not try to alter a submitted e-form. Doing so will lock the form in a limbo state and you will need to resubmit a new course proposal e-form.
4. If the "Course Proposal" e-form is *"forwarded"* back to you without a decision, read the comment section on the last page of the form as the course is being considered under a different GEN ED category or for a different semester than originally requested. You will be required to *"FORWARD"* the e-form back to the HC either agreeing to the changes or declining the counter offer. Make sure you use the *"forward"* radio dial.
5. Course selections are determined after all proposals are reviewed. You will get an automatic notification of that decision. If approved, your course will be built in Banner according to the agreed upon terms between you and the Review Committee.
   a. Summer Courses: Decisions made by mid-October.
   b. Fall and Winter Courses: Decisions made by mid-December.

If enough students have enrolled for your class, you will receive the **Letter of Offer.** This e-form will require you to upload a full syllabi otherwise, the program will not allow you to accept the offer and submit the form back to The Honors College. In addition to the syllabi, you will also be required to attach a signed "General Terms for Lecturer Appointments" (found on OU's website) along with any additional documentation that may be requested by Dr. Harper.