**Electronic E-Form Instructions**

**Faculty Teaching Agreement, Course Proposal**

**& Letter of Offer**

The **Faculty Teaching Agreement** must have gone through the e-form approval process before you will be able to submit the Course Proposal. ***Faculty are*** ***required to repeat this process for every course and/or semester, they seek to teach.*** Both forms are located under the UTS “Forms Menu” under the letter “H”. [**https://www.oakland.edu/uts/efficient-processes-forms/forms/**](https://www.oakland.edu/uts/efficient-processes-forms/forms/)

The Department Chair and Department Dean are both required to approve their Faculty for teaching in The Honors College. The **"Faculty Teaching Agreement"** form has specific routing instructions which is stated on the last page of the form (1-5 below).

1. Faculty enters their Department Chair's e-mail address when submitting.
2. The Department Chair will then approve and send to the Department Dean.
3. The Department Dean approves the form and sends to Dr. Harper.
4. Dr. Harper approves the form and sends to Sheri Rourke.
5. Sheri will "lock" the form and at that time, Faculty will be notified of the decision via an automatic response from the e-form process.
	1. Sheri then sends an e-mail providing Faculty with a 'number" that needs to be entered on the "**Course Proposal"** form.  You will not be able to submit the Course Proposal until the Faculty Teaching Agreement form has gone through this process.

The **Course Proposal** also has specific routing instructions listed on the last page. Faculty will be notified of the decision (via automatic response) once the form is “Locked”.

Please note that **you have the** **ability to “attach” documents**. If the information requested will not fit in the field provided, simply type - “see attached” and upload the document. You will also be required to attach your “Curriculum Vitae” for every course proposal submitted to The Honors College (requirement of the Higher Learning Commission).

Only Faculty, who have initiated the e-form along with staff members who have already received the e-form will have access to view and/or confirm what stage the e-form is in. Do not contact someone who has not yet seen the form for a status update, as they will NOT be able to help you. You will be able to see whose decision you are waiting on if you open the form again. If you are having trouble, contact rourke@oakland.edu.

If enough students have enrolled for your class, you will receive the **Letter of Offer.** This e-form will also require you to upload 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.