

UCDF Principles and Guidelines

The Undergraduate Course Development Fund (UCDF) was established in 2011-12 by the Provost to foster ongoing, mutually beneficial teaching relationships between graduate-only divisions and units and divisions that offer undergraduate degree programs.

UCDF-funded courses are intended to be of mutual benefit to both the undergraduate program and the graduate-only Faculty or unit. The undergraduate division benefits from additional teaching capacity and the inclusion of leading-edge researchers into their teaching cadre, while the 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.

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 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

Proposal Eligibility Requirements

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

Divisions/Units

- The proposed graduate and undergraduate divisions/units must not be covered by an existing inter-divisional teaching (IDT) agreement
 - The only exception to this requirement is in cases where the partnering graduate unit is a graduate-only department within a multi-department division that is covered by an existing IDT agreement with the partnering undergraduate division.¹
- The graduate unit is a Faculty, Department, or an EDU:A or EDU:B

Faculty Member

- The faculty member should normally hold a primary appointment in the graduate division/unit partnering in the UCDF course.

¹ For advice on potential graduate/undergraduate partnership, please contact the Office of the Vice-Provost, Innovations in Undergraduate Education at vp.iue@utoronto.ca

- 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.
- The faculty member must be supported by:
 - The head (Chair, Director, Dean etc.) of the partnering graduate unit
 - The Dean of the Faculty/Division holding the faculty member's primary appointment (and any other Dean where the faculty member has a budgetary cross-appointment), and
 - The head (Chair, Director, Dean etc.) of the undergraduate Division/unit that will offer the course.
- The faculty member should normally 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, IUE. 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 both the head (Chair, Director, Dean etc.) of the graduate unit, the Dean of that Faculty/Division and the Dean of the Faculty/Division in which the course will be offered.
- The course may be existing or new.
- Course sizes proposed in the UCDF application should reflect the curricular needs of the undergraduate program. Enrolment in the course should be in line with these agreed upon targets.
- 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.

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. Upon request, the Planning and Budget Office will provide guidance regarding the calculation of revenue and assumptions regarding costs.
- 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 Office of the Vice-Provost, IUE (vp.iue@utoronto.ca):
 - A copy of the written teaching agreement

- A copy of the completed proposal form
 - A copy of the proposed instructor's CV
- The Vice-Provost, IUE will review the proposal and consult with the Office of Planning and Budget to ensure all of the eligibility requirements are met and the proposal meets the goals of the UCDF program.
- A decision letter will be forwarded from the Office of the Vice-Provost, IUE, to Divisional contacts in the partnering 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 graduate-only 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 graduate unit, both Deans of the undergraduate and graduate division and the Vice-Provost, IUE.
- If the replacement instructor holds a primary appointment in a different graduate unit than the instructor on record, funding will be transferred to the replacement instructor's graduate 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 three years, to be coordinated by the Office of the Vice-Provost, Innovations in Undergraduate Education, in collaboration with both participating divisions for each UCDF course. The evaluation procedures will be as follows:

- The rolling three-year schedule of reviews will available to all divisions at all times.
- 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 graduate divisions/units will collaborate to complete the UCDF three-year report, which will include:
 - A self-audit of the course based on the initial parameters established three years prior, either during the initial course proposal or the previous three-year evaluation;
 - Statement of intention for the course over the following three year window;
 - Signature of both Deans in support of the statement of intention for the course;
 - Complete course evaluation reports for all offerings of the course within the three year

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- evaluation window;
- Any additional materials divisions feel relevant to the course offering (e.g. letters of support, syllabi, etc.)
- Report form and appendices will be returned to the Office of the Vice-Provost, Innovations in Undergraduate Education.

Program Contact Information

The UCDF program is administered by the Vice-Provost, Innovations in Undergraduate Education (IUE). All questions regarding the program should be directed to the Office of the Vice-Provost, IUE at vp.iue@utoronto.ca.