



University of Colorado at Boulder

Division of Continuing Education and Professional Studies

Office of the Dean and Associate Vice Chancellor for Summer Session
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FIRST Faculty-In-Residence-Summer-Term Summer Session 2011

The Office of the Associate Vice Chancellor for Summer Session requests grant applications for the FIRST (faculty-in-residence–summer-term) program. Working in conjunction with CU-Boulder's schools and colleges, FIRST is designed to bring prominent scholars to teach during summer, 2011. FIRST broadens the faculty expertise and curricula offered to Summer Session students.

The mission of Summer Session is to provide quality, innovative courses and programs to a diverse student population at CU-Boulder. Approximately 8,000 students enroll in Summer Session terms that include one-three week term (Maymester), two-five week terms (A and B), one eight-week term (C), one ten-week term (D) and intensive one or more week terms (E and F). About 95% of Summer Session students are CU-Boulder degree students.

FIRST is part of an on-going effort to enhance the range and quality of Summer Session offerings. FIRST scholars may teach undergraduate or graduate classes during one or more of the Summer Session terms. Visiting scholars will be invited from a range of disciplines. FIRST faculty will lead department colloquia and, if appropriate, present a public lecture. FIRST faculty should be recognized scholars and teachers in their academic disciplines and generally hold the rank of associate or full professor. Departmental responsibilities are detailed on the next page. Class minimums are 14 students for an undergraduate course and 7 students for a graduate course. Maymester classes must have at least 18 students enrolled.

The Office of Summer Session will make available grants up to \$15,000 for each FIRST scholar based upon a 3-credit course teaching load. The funds may be used as salary, transportation costs or to offset other expenses associated with the visiting scholar. The FIRST scholars and the courses that they will teach will be highlighted in the Summer Session catalog and on the web page.

Submit an electronic and a paper copy of your grant proposal to the appropriate Summer Session dean by October 25, 2010. Notification of grants awarded will be made to the Summer Session deans in November. For more information, contact the Summer Session dean in your school or college, Dr. Carol Drake, Asst. Dean, Summer Session or Dr. Anne Heinz, Associate Vice Chancellor for Summer Session.

Information about Summer Session and the FIRST program is available at www.colorado.edu/summer.

Faculty-In-Residence-Summer-Term

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Additional information for Department Chairs and Summer Session Deans

Department chairs submit FIRST nominations (electronic and a paper copy of each grant proposal) to their respective Summer Session dean by October 25, 2010. If more than one grant is submitted, the department chair should rank the submittals to the Summer Session dean. Each application should include:

- Faculty Name
- Course Title, Course Number and Term to be offered (Maymester, A, B, C, D)
- Course Description
- 4-8 sentence Faculty Biography

At the time of grant submission, the class must be on the integrated student information system (ISIS) with a term and time selected. If the grant is not funded, the class will be cancelled.

Include an analysis of the potential contribution of the faculty member to Summer Session or the department. Attach a C.V. for the nominated faculty member with current email and telephone number.

FIRST classes must meet minimum class enrollments to “go.” Minimum enrollments are 14 for undergraduate classes and 7 for graduate classes. Maymester classes must have a minimum enrollment of 18 students. Maymester and Term A are the most popular terms with CU-Boulder students.

Each application must include the name and email of the departmental faculty member designated as liaison to assist the FIRST scholar.

Department responsibilities include:

- Providing office space, computer and other accommodations as necessary.
- assuring that payroll requirements are met

Liaison responsibilities include:

- facilitating and arranging for housing. Very limited housing is available on-campus. Housing information is available from the Office of Faculty Affairs at www.colorado.edu/facultyaffairs/housingexchange. The Office of Summer Session will work with the liaison on housing.
- providing orientation to CU (BuffOne card, email, mail pick-up, parking, library services, Web CT, grading conventions, academic deadlines, for example).
- arranging a departmental colloquia featuring the FIRST scholar

The Office of International Education, Student and Scholar Services will help with visa and payment questions. Information is available on the web at www.colorado.edu/oi/iss/index.html or from Tina Tan, Director of International Student and Scholar Services, Tant@colorado.edu.

Summer Session deans should rank the FIRST applicants in numerical order and supply the supporting materials.

Summer Session 2011 Dates: Maymester (May 9-26); Term A-May 31-July 1; Term B-July 5-August 5; Term C- May 31-July 22; Term D -May31-August 5.