**Teaching Endorsement Proposal Form**

Thank you for your interest in proposing a new Drake Institute teaching endorsement. The Drake Institute reviews endorsement proposals on a rolling basis. We strongly recommend consulting with Drake Institute staff and reviewing our current endorsements [online](https://uitl.osu.edu/instructors/teaching-endorsements) before writing a proposal.

Please complete each section of this template. If the proposal is approved, any section with an asterisk will be placed on the endorsement webpage for viewing by all interested participants.

Questions regarding the Drake Institute Teaching Endorsements program or this endorsement proposal may be directed to drakeinstitute@osu.edu

**DATE SUBMITTED:**

**PRIMARY CONTACT:**

**Name:
Email:
College/Unit:
Department:
Secondary Contacts** **(if applicable):**

**\*ENDORSEMENT TITLE:**  *Title should be brief and clearly representative of the program content.*

**\*ENDORSEMENT DESCRIPTION:***Summarize the overall purpose and goals of the endorsement in about 100 words with the potential audience in mind.*

**\*LEARNING OUTCOMES** *List the individual outcomes for this endorsement. What should participants know, understand or be able to do upon completion? Program outcomes should be specific, tangible, and action-oriented.*

**RATIONALE:**  *What unit-level or university need does this endorsement meet? How will the endorsement impact teaching and learning at The Ohio State University?*

**\*intended audience for this endorsement:**

*Please check all that apply.*

\_\_ New faculty \_\_ Graduate Teaching Associates

\_\_ Junior faculty \_\_ Graduate students

\_\_ Tenure-track faculty \_\_ Lecturers/Associated faculty

\_\_ Tenured faculty \_\_ Any employee/staff

\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENROLLMENT PROCESS***How do participants sign up for the endorsement programming?*

\_\_ Self-election/open registration \_\_ Application and approval

**\*TIMELINE FOR COMPLETION***What is the minimum and maximum amount of time (days, months, semesters, or years) it will participants take to complete all components of the endorsement? (e.g., 1 semester, 1 academic year.)*

**\*REQUIRED HOURS:**  *How many total hours will participants spend completing the endorsement? Include hours spent in events, meetings, completing homework or tasks, etc.*

**\*PARTICIPATION REQUIREMENTS:**  *List all required endorsement elements. This includes any prerequisite events, experiences, or minimum requirements (e.g., must teach an online course, must be a research faculty, etc.) and tasks or homework required to complete. If there is an application process for the program, include directions for how to apply and a web address to do so.*

**\*PROGRAM ELEMENTS:**  *If the endorsement requires completion of several events/experiences or allows participants to choose from a list, include a table to organize those elements. Include links to websites or registration portals. Example below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Event/ Element** | **Delivery Method** | **Hours** | **Description** |
| *Webinars* | *Online* | *1.5* | *Our unit offers several webinars throughout the year. Go to […] website to see the catalog of options and to register.* |
|  |  |  |  |

**Program Delivery:**
*Briefly describe how trainings or materials are delivered and how instructors, trainers, or facilitators are developed and supported.*

**Program Content:**
*Briefly describe how and when the trainings or materials were created. If the content has been designed already, please provide an example of an agenda in an appendix to this proposal. If the content is not yet created, describe the timeline for completion.*

**PROGRAM MAINTENANCE:**  *Briefly describe evaluations (e.g., participant surveys, periodic reviews or other procedures) that ensure programming meets participant needs. Describe how long you intend for this endorsement to be offered. Major changes to your program or endorsement requirements may necessitate the termination of this endorsement offering.*

**PROGRAM PROMOTION:**  *What advertisements or communications are initiated by your department or unit to encourage participation in this endorsement?*

**\*CONTACT EMAIL OR URL:**  *What URL or email address should be liked on the website for potential participants to get additional information about the endorsement?*

|  |  |
| --- | --- |
| **Department Chair/Dean/Leadership Approval** |  |
|  |  |
| **Name** | **Title** |
|  |
| **Signature** |