

# 3.10 Instructional Development Assignment Requests and Reports

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## Governing Policies:

Section 6.1.6, Faculty Handbook – Instructional Development Assignment

## Procedure:

The Colorado School of Mines recognizes and supports the efforts of its teaching-track faculty in delivering high-quality instruction to its students. Providing opportunities for faculty to improve instructional delivery is in the best interest of all of Mines constituencies. As such, Mines supports opportunities for teaching-track faculty to enhance their ability to implement state-of-the-art instructional methods at Mines.

Once per year, Academic Affairs will solicit Instructional Development Assignment (IDA) requests from Faculty and Department Heads. IDA requests are evaluated by the Provost and the AA Executive Team on the basis of their merit, supported by the completeness of the required supporting documentation. Details of the overall intent of the IDA program and faculty eligibility to participate in the program can be found in the Faculty Handbook, Section 6.1.6.

A faculty request to participate in an IDA should be clearly articulated and submitted as a formal proposal from the faculty member and accompanied by a letter of support from their Department Head. The faculty member's request should contain the following:

1. Faculty member's name, department, area(s) of expertise, length of service at Mines (start date), date of last IDA (if any), and semester for which the faculty is requesting the IDA.
2. A clear and complete description of the activities to be pursued should an IDA be granted.
3. A discussion of how the requested IDA meet the goals of the program.
4. The hardship imposed on the faculty member's colleagues or department should the IDA be granted, and
5. A completed IDA Request Summary, using the template linked here.

The form should be filled out completely (i.e., it should not contain one-line answers that simply refer to the faculty member's or Department Head's memoranda) and it must be kept to one page.

The letter of support from the Department Head should clarify and add perspective to the requested IDA and provide a detailed explanation of how hardships imposed by the faculty members alternate assignment will be remediated.

All three documents must be submitted electronically to Academic Affairs by the date published as part of the Academic Affairs calendar.

**IDA Reports** should include the following information:

- A brief summary of the original IDA plans
- A summary of IDA activities/description of projects and accomplishments
- A summary of how you will implement changes to your instruction, and benefits and value to you, your students, your department, and Mines

These reports should not exceed three pages in total.

A brief (150-200 word) abstract of the IDA report should be included with the final report. At the Provost's request, faculty may be invited to make a presentation to the Board about their IDA.

**Final reports with abstract should be submitted within two months after the conclusion of the IDA** to the Department Head, who should submit a copy to the Dean.

Last Revision:

October 5, 2022