Policy on Special Topics courses offered by Visiting Faculty

Temporary faculty may offer a regular Committee on Curriculum-approved course as long as the instructor meets the qualifications stated in ESF’s “Visiting Faculty Policy”. Tenured and tenure-track faculty may offer special topics courses without review by Faculty Governance. In order to insure that special topics courses offered by visiting faculty meet the quality that we expect of ESF courses, Faculty Governance offers the following policy for such courses:

Visiting faculty may offer special topics courses if:

- The course is endorsed by the supervising Department Chair or Program Director.
- The instructor meets the qualifications stated in ESF's “Visiting Faculty Policy”.
- The college faculty (Committee on Curriculum) approves a course syllabus with the following information:

  **Background**
  - Course name and number
  - Semester offered
  - Instructor
  - Credits
  - Method of instruction (e.g., lecture, laboratory, seminar)
  - Prerequisites

  **Health and Safety Issues**

  1. **Will substances with any of the following properties be used during instruction:** flammable, toxic, corrosive, reactive, registered pesticide, legally controlled, or other characteristics with the potential to cause harm or injury?

  2. **Will any physical hazards be present during instruction?** (e.g., machines that need safety guards; razor blades or syringes; compressed gases, etc.).

  3. **Will any biological hazards be present during instruction?** (e.g., handling animals (rabies or hantavirus); cultures or stocks of infectious agents (fungal spores, viruses, bacteria, etc.).

  4. **Will any radiation hazards be present during instruction?** (e.g., radioisotopes, X-rays, ultraviolet rays, lasers, etc.).

  5. **Will any electrical equipment that, due to its design, location, or method of use, pose any threat to safety during instruction?** (Give considerable thought to electrical use outdoors, or any potentially wet location.).
6. Will there be any personal safety issues related to the class? (e.g., due to time of day or location, at the end of any organized class exercise, will students be in danger of physical assault, etc.).

7. Will any students be driving official state or research sponsored land or water vehicles during any class or instructional exercise?

8. Will any type of personal protective equipment be necessary during class exercises? (e.g., hard-hats, eye/face protection, hearing protection, hand/foot protection, lab coat, visibility clothing, etc.)

If the answer was “Yes” to any of the HEALTH AND SAFETY questions, please explain:

Goals
Broad statement(s) concerning the content of the course and what is to be accomplished.

Learning Outcomes
The learning outcomes must be stated such that they are specific, measurable, achievable, relevant, and time bound. They must support the course goals. The course goals and learning outcomes will be used in part to determine if the proposed course number satisfies the ESF course numbering criteria.

Evalutative Criteria
How a student’s final grade will be determined must be described explicitly; for example, the distribution among homework/lab assignments, quizzes, tests, and etc.

Schedule
This is a chronological description of the course listing lectures/recitation/labs/field work, required readings, assignments, and exams, etc. This schedule will be used in part to determine if the number of credit hours of the proposed course satisfies the contact hour definition requirement. The office hour schedule must also be specified.

Shared Resource Courses
Courses must conform to the “Shared Resource Courses” policy. Separate course syllabi are developed expressly differentiating the goals, outcomes, requirements, and evaluative criteria between the undergraduate course and the graduate course. The graduate course’s additional goal(s) are supported by the additional outcomes(s) which are supported by the evaluative criteria associated with measuring the outcomes(s).
**College Resources**
Describe classroom, laboratory, transportation or other resources needed to deliver the course. Describe how extraordinary resources (i.e., not currently available at ESF) will be obtained.

**Approval Procedure**
Course syllabi are approved by the department or program curriculum committee and forwarded by the department chair or program head to the Committee on Curriculum for review accompanied by a statement by the chair or head indicating that all resources needed are available or the mechanism by which extraordinary resources will be obtained. Proposals must be received by the committee at least two months before the registration deadline for the semester to be offered or the end of the academic year, whichever comes first.