

# CHES INTERIM PROPOSAL

A PROGRAM OF INNOVATION & INTENSIVE EDUCATION

winter term ☐ summer term ☐ year 20

**FOR A PREVIOUSLY APPROVED INTERIM COURSE** - COMPLETE SECTIONS ONE & FOUR

**FOR A NEW INTERIM COURSE** - COMPLETE SECTIONS ONE, TWO & FOUR

**FOR A PREVIOUSLY APPROVED DOMESTIC TRAVEL INTERIM COURSE** - COMPLETE SECTIONS ONE, THREE & FOUR **FOR A NEW APPROVED**

**DOMESTIC TRAVEL INTERIM COURSE** - COMPLETE SECTIONS ONE, TWO, THREE & FOUR

## SECTION ONE - REQUIRED FOR ALL PROPOSED CLASSES

COURSE INFORMATION		INSTRUCTOR INFORMATION	
Course Title	<input type="text"/>	Name	<input type="text"/>
Course & Section Number	<input type="text"/>	Rank	<input type="text"/>
Prerequisites	<input type="text"/>	Department	<input type="text"/>
Core Designation Credit	<input type="text"/>	Email	<input type="text"/>
Hours	<input type="text"/>	Phone	<input type="text"/>
Course Location Maximum	<input type="checkbox"/> Online <input type="checkbox"/> Campus <input type="checkbox"/> Travel	Office	<input type="text"/>
Enrollment *	<input type="checkbox"/> 30 <input type="checkbox"/> 40 <input type="checkbox"/> 50 <input type="checkbox"/> 60+		

If enrollment maximum given is fewer than 30, refer to second paragraph of the **CHES INTERIM TEACHING AGREEMENT** form on page two. Briefly list reasons for limitations:

## SECTION TWO - ONLY REQUIRED FOR A NEW INTERIM COURSE

NEW INTERIM COURSE INFORMATION ONLY

- ☐ A course proposal form has been submitted and approved through Course Leaf prior to interim proposal submission.
- ☐ The course syllabus has been attached to this proposal form.
- ☐ If the course is offered during the fall/spring/summer terms, please attach a statement regarding how the course will be modified to conform to the interim timeline/schedule.

## SECTION THREE - REQUIRED FOR A PREVIOUSLY PROPOSED OR NEW INTERIM DOMESTIC TRAVEL COURSE

DOMESTIC TRAVEL INTERIM COURSE ONLY

- ☐ An itinerary with specific plans for housing, meals and transportation is attached to this proposal form.
- ☐ A Travel Course Cost & Payment Information form is complete is attached to this proposal form.

The form is available here - <https://registrar.ua.edu/academics-policies/interim-session-courses/>

If a fee is to be collected from students, state below the amount and the purpose of the fee. Please include any special course fees that are charged by the college/school. New or increased fees must be requested in writing and approved by the Academic Vice President.

Fees

Purpose:

## SECTION FOUR - REQUIRED FOR ALL PROPOSED CLASSES

### CHES INTERIM TEACHING AGREEMENT / three hour course

winter term ☐ summer term ☐ year 20

Course Title

Course & Section Number

I, the undersigned, hereby acknowledge that my Interim Course, has been retained as an Interim course and will be offered during the final registration period December ☐ or ☐ April.

The undersigned understands that the salary for teaching a three-hour course will be the lesser of eighty-five percent (85%) of the in-state tuition or 7.5% of the professor's academic year (9 month) base salary. A faculty member who wishes to teach a course with another faculty member should be advised that salary in this situation will be handled as Summer School salaries; that is, each professor will be paid a percentage of the salary which would be paid if the professor had taught the course alone. The percentage is dependent on the amount of the professor's involvement in the course. In no case should the total involvement of the professor be more than one hundred percent (100%). In no case shall compensation for teaching any 3-hour course exceed 7.5% of a professor's academic year base salary.

The undersigned hereby agrees to teach one course during Winter Interim ☐ or Summer Interim ☐ and accepts the above-mentioned terms of compensation for teaching said course. The undersigned further acknowledges having received a copy of Winter Interim Guidelines and accepts the term and conditions therein.

proposer signature\*

date

department chairperson signature\*

date

Proposer: Submit completed & digitally signed form to your department chairperson.

Department Chairperson: Submit digitally signed form to [dleaver@ches.ua.edu](mailto:dleaver@ches.ua.edu)

dean signature \*

date

\*instructions to digitally sign form:

Click on signature box.

Select Configure Digital ID.

Select Create a New Digital ID & follow directions or

Select Use a Digital ID from File if you have a Digital ID. Follow prompts to complete Digital ID.