New Jersey City University
William J. Maxwell College of Arts and Sciences

REQUEST FOR PRE-AUTHORIZATION TO DEVELOP AN ONLINE COURSE

Instructions: To be eligible to receive compensation (in-load RT) for the development of an online course per Article XXXIV of the AFT agreement (effect 1 July 2007) written pre-authorization for the released time requested must be obtained from the Dean of Arts and Sciences prior to commencing the project in accordance with University policy and procedure regarding released time requests. This form should be completed in its entirety with additional sheets attached if necessary and submitted directly to Dr. Barbara Feldman, Dean, Maxwell College of Arts and Sciences.

1) Faculty Member's Name/Rank: _____

2) Department: _____

3) Course (include course code): _____

4) Rationale for offering course online: _____

_____

5) Provide the following information (mark with a check or X):

o This is an existing course with ____ temporary approval / ____ permanent approval. The course's credit value is _____ credits.

o This will be a new course. (Please note that the appropriate course approval process will need to be completed). The proposed course's credit value will be

o This course ___ is/ ___ is not currently offered in online format at NJCU.

o This will be a revision of an existing course already offered online ___ Yes ___ No

6) Semester for which the released time is being requested: _____

7) Semester in which instructor expects to teach course: _____

8) Indicate if this course will be the first online course you have taught: _____ Yes _____ No

Please note that faculty teaching online for the first time shall receive a one-time benefit of an additional one credit compensation.

9) Attach a list describing teaching/RT assignments for semester in which the released time is being requested.

Requested by _____ _____
(Signature of Proposer) Date

Recommended by _____ _____
(Signature Department Chair) Date

Request is approved
Request is pending additional information
Request is approved with changes noted
Request is not approved

_____
(Signature, Dean of Arts and Sciences)

Request is approved
Additional information needed
Request is approved with changes noted
Request is not approved

_____
(Signature, VP for Academic Affairs)

revised January 2010