2011-2012 Second-Year Seminar Program - Proposal Cover Sheet
Application Deadline: January 10, 2011

Instructor's name: ____________________________ Phone: __________________

Email: ____________________________ Department: ____________________________

Academic appointment (instructor, adjunct prof., asst. prof., OA, etc.) ____________________________

Adjunct Instructors: Are you currently in the hiring pool for your department? ____________________________

Subject code: _______ 399 Course title: ____________________________

Scheduling preferences
Rooms are typically assigned by the Office of the Registrar. If you plan to schedule a room yourself, indicate the building and room number and reserve it through your department.

Classes must be scheduled during standard meeting times and must not cross time zones. (see http://registrar.uoregon.edu/common/classscheduleproc.htm) If you are NOT using a department-controlled room, please provide two scheduling preferences.

ROOM RESERVATION: ___ Registrar ___ Dept

TERM: _______ TIME: _______ DAYS: _______ ROOM: _______

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Course is to be taught… (check one)

___in-load ___out-load

Have you taught a Freshman Seminar previously? Yes No

Approvals
The signatures below confirm that the faculty member has the approval of the department offering the seminar and the department in which the faculty member has an appointment.

Instructor
____________________________     ____________________________ Date: _____________
signature print

Department head
____________________________     ____________________________ Date: _____________
signature print

Dean (out-load salary payment only)
____________________________     ____________________________ Date: _____________
signature print

Budget manager: ____________________________ Phone: __________________

Signature Required

ALL signatures are required.