

MEMORANDUM

To: Meredith Jung-En Woo Dean, College of Arts and Sciences
Bob Pianta, Curry School of Education
Carl Zeithaml, McIntire School of Commerce
Dorrie Fontaine, School of Nursing
Harry Harding, Batten School of Leadership and Public Policy
Kim Tanzer School of Architecture
James Aylor, School of Engineering and Applied Science
Paul Mahoney, School of Law
Steve DeKosky, School of Medicine
Bob Bruner, Darden School of Graduate Business
Billy Cannaday, School of Continuing and Professional Studies
Karin Wittenborg, Library

From: Milton Adams
Interim Executive President and Provost

Subject: Call for Fall 12 and Spring 13 University Seminar Proposals **due
November 7, 2011**

Date: August 24, 2011

For more than a decade, the University Seminars (USEM's) program has provided first-year students with the opportunity to develop critical thinking skills and explore new ideas in an environment that encourages interactive learning and intensive discussion. The seminar setting is an ideal means for promoting intellectual community among students and faculty, particularly during the early years of undergraduate study when students may be enrolled in large, introductory classes. The intimacy of a seminar environment engages students and faculty with one another in pursuing a deeper understanding of the issues and problems related to a particular discipline.

We particularly solicit proposals for new USEM courses that address topics related to diversity, including, but not limited to, race, gender, ethnicity, religion, sexual orientation or socio-economic diversity. These courses may include a "Community Engagement" component recommended by the President's Commission on Diversity and Equity. This might include academic learning or research based upon projects/ service in the community (we do not encourage credit for community service *per se* but rather for the academic analysis that should accompany that work. Community projects must be allied with and supported by a letter from appropriate community agencies. Please contact us for help with this process: mmr8r@Virginia.EDU.) We hope faculty view this as an opportunity to develop new courses on diversity topics or Community Engagement opportunities.

Each two-credit USEM should meet for at least 100 minutes per week and end at least 10 minutes before the next regularly scheduled class to allow students time to walk to their next class. USEM courses may now be approved by the College of Arts and Sciences for elective credit and count toward the 102 credits inside the College toward degree requirements.

The deadline for faculty to submit USEM course proposals for next year is **November 7, 2011**. We ask that interested faculty submit proposals for both the fall and spring semesters and indicate which semester(s) they would like to teach. We encourage full-time faculty members with strong teaching records to submit course proposals.

Regular USEM's earn two credit hours. Enrollment will be limited to 18 students. Priority registration will be given to first-year students. Any remaining spaces will be opened to second-year students, then to third- and fourth-year students.

Proposals should be submitted to usems4faculty@virginia.edu or Delores Roberts, dbr7a@virginia.edu or Booker House, P.O. Box 400308. **Please include the attached USEM course proposal form and requested attachments.** A committee of faculty and students will review USEM proposals for approval.

Faculty whose proposals are approved by the USEMS Advisory Committee will receive payment during the semester in which their USEM is offered. For each two-credit USEM, \$6,000 will be transferred to the faculty member's home department or unit as a research account. The faculty member may choose to do one of the following: 1) distribute funds for research expenses as permitted by state guidelines, 2) pay themselves summer wages as permissible under the University, state, and federal policies and procedures, or 3) negotiate release time with the department chair or unit director. The department's fiscal administrator will disburse funds to this end. The home department or unit will receive \$500 to cover OTPS. To see what USEMs are offered currently visit the Student Information System (SIS) online.

For more information, contact Delores Roberts at 982-2334 or by email at dbr7a@virginia.edu .