

College of Arts & Sciences: J-Term Selection Criteria

AY 2025-2026

During AY26, Arts & Sciences can offer 24 J-Term courses (excluding travel seminar), at least 12 of which need to be part of the faculty teaching load. As such, a representative A&S faculty committee will review applications and make recommendations to the Dean's office if more classes are proposed than can be offered for pay (or offered in any form). Two tracks are offered: a) **streamlined track** for those **teaching in-load** (only cover sheet required), and b) a **competitive track** for those requesting **overload pay** (cover sheet and tentative syllabus/reading list required). All J-Term course proposals, with supporting materials, are due to the College of Arts & Sciences by Tuesday, September 2 with decisions announced by Tuesday, September 9.

Note: Travel seminars are excluded from this selection process.

J-Term courses will be evaluated using the following criteria:

1. Viability of the Course.

The Committee will consider factors such as historic enrollment for the course; frequency of offering; whether or not the course fulfills AOIs or other requirements; and other considerations regarding likeliness to fill. The Committee also will consider if multiple proposed courses would likely compete for enrollment, such as 5 film classes or 5 classes meeting the same AOI.

2. Suitability for J-term format.

The Committee encourages classes that meet the spirit of the original intent of J-term. Classes that would benefit from J-term's compressed schedule and/or that provide student experiences less possible during the semester will be prioritized. The Committee will assess for innovative pedagogy, experiential learning, and related factors that distinguish J-term from semester offerings.

3. Curricular Considerations on the Department and College Level

The Committee values input from departments and programs on J-Term offerings. Such input might include: demand for the course; faculty courseload (e.g., is faculty member going on sabbatical spring semester?); departmental policies/rotations; and departmental 4-year course maps.

4. College-Wide Considerations.

The Committee will address the range of AOIs, the distribution of J-term classes across departments, and other considerations, such as modality (in-person vs. online vs. hybrid). Strategic alignment with college-initiatives will be prioritized, which may vary year to year.

Please send your cover sheet (and supporting materials, if required) to Jennifer Cooper (ask.as@drake.edu) by Tuesday, September 2.

College of A&S J-Term Course Proposal: Cover Sheet
January 2026 Term

Faculty & Course Information

1. **Faculty Name:** _____
2. **Department:** _____
 - a. **Consult with department about similar offerings?** Yes No
3. **Course Number & Title:** _____
4. **Proposed format:** In-person Online Hybrid
5. **Has this course been offered in a previous J-Term at Drake?** Yes No
 - a. If so, please list the historic enrollment for past offerings (e.g., XX enrolled/ XX seats): _____

Compensation

1. **Will the class be taught in-load Spring 2026?** Yes No, overload Willing to do either
2. **Is the faculty member on sabbatical Spring 2026?** Yes No
3. **Does the faculty member have additional course releases Spring 2026?** Yes No
 - a. If so, please describe: _____
4. **Special considerations (e.g., grant support to cover salary)?** Yes No
 - a. If so, please describe: _____

Course Rationale

- Briefly respond to the J-Term selection criteria on previous page to explain the course rationale for J-Term, *in no more than one paragraph* to help the Committee evaluate the viability of the course, its suitability for J-Term format, curricular considerations on the Department and College Level, and College-wide considerations.

Only if entering the “competitive track” (overload pay):

- Also, attach supporting course information (e.g., tentative syllabus, course description, reading list, or special activities such as community engagement/service-learning) for the Committee’s evaluation.

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