

Guidelines for Proposing to Teach an Existing G Course

Before creating and proposing a new course, a faculty member should peruse the *Bulletin* to see if there is a similar/identical General Studies' course already "on the books." If there is, the faculty member should either create a different course or discuss teaching the existing course with the faculty member who originally created it. If the original faculty member agrees, then the faculty member who will be teaching the course should follow procedures under "2" in the next section.

If that person is unavailable or no longer at Stockton, contact Dean and G-Group Convener for further guidance. If the proposed course is aligned with the original goals of the course, evidenced by the original proposal, it does not need to be brought to a new course approval meeting. If the course is significantly revised, it must follow the normal procedures for course approval.

Course Proposals

Existing Courses:

A. Offering a section of a multi-section course

1. Contact the Program Coordinator overseeing the multi-section course, the G-Group Convener, and the faculty member of record (if applicable), to see if you can teach a section of the course.
2. Follow the syllabus of the original faculty member or, if you create your own syllabus, do not diverge significantly from the goals, the course description, and the assignments described in the initial proposal or as determined by the Program Coordinator.
3. Submit syllabus, cv, and signed [Course Proposal Form](#) to the G-Group Convener and Dean of the School of General Studies.

B. Offering a single existing (or adapted) course created by another faculty member

1. Contact the G-Group Convener and the faculty member of record to see if you can teach a section of the course, and to prevent scheduling overlap.
2. Your course should either follow the syllabus of the original faculty member or, if you create your own syllabus, not diverge significantly from the goals, the course description, and the assignments described in the initial proposal
3. Submit syllabus, cv, and signed [Course Proposal Form](#) to the G-Group Convener and Dean of the School of General Studies.

C. Adjunct Faculty

1. Adjunct faculty should follow the steps above when proposing to teach an existing General Studies course, making sure to also include a cv with course proposal materials.
2. Adjunct faculty proposing any General Studies course for the first time require a full-time faculty member to serve as a Sponsor.

3. The Sponsor should complete the [Sponsor form](#) and submit it with your other new course proposal materials.

4. New Courses in Interdisciplinary Minors: If your new course is to be included in an interdisciplinary minor program, please ensure the Minor Coordinator is copied on all communications and attends the Course Approval/Feedback meeting prepared to discuss the course's suitability for the.